



TO : Faculty, Staff & Student Employees
FROM : Payroll Department
RE : Pay Schedule for Fiscal Year 2025-2026

PAY THROUGH:

TIME ENTRY DUE:

PAYDAY:

SUMMER 2025

June 28, 2025
July 12
July 26
August 09

June 30, 2025
July 14
July 28
August 11

July 03, 2025
July 18
August 01
August 15

FALL 2025

August 23, 2025
September 06
September 20
October 04
October 18
November 01
November 15
November 29
December 13

August 25, 2025
September 08
September 22
October 06
October 20
November 03
November 17
December 01
December 15

August 29, 2025 ϕ,
September 12
September 26
October 10
October 24
November 07
November 21
December 05
December 19

WINTER 2026

December 27, 2025
January 10
January 24
February 07
February 21
March 07
March 21
April 04
April 18
May 02

December 16, 2025** (early)
January 1
January 26
February 09
February 23
March 09
March 23
April 06
April 20
May 04

January 02, 2026 *
January 16
January 30
February 13
February 27
March 13
March 27
April 10
April 24
May 08

SPRING 2026

May 16, 2026
May 30
June 13

May 18, 2026
June 01
June 15

May 22, 2026
June 05
June 18

** Denotes special time for Web time entry and Ultra Time due dates because of holidays.

ϕ For student employment purposes the pay period is in fall semester.

* For student employment purposes the pay period is in winter semester and classes are not in session.

Notes:

- For employees on the automated time reporting, all hour information **MUST** be entered and confirmed by the Monday 10:00 a.m. deadline.
- The semester dates are for student employee pay and all other pay will align with the pay periods in which the work falls, including teaching related pay.
- Information must be submitted to Human Resources no later than noon on Thursday immediately preceding the payroll week (unless notified of a different time).
- Any questions please contact payroll@svsu.edu