



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

<u>PAY THROUGH:</u>	<u>TIME ENTRY DUE:</u>	<u>PAYDAY:</u>
SUMMER 2025		
June 28, 2025	June 30, 2025	July 03, 2025
July 12	July 14	July 18
July 26	July 28	August 01
August 09	August 11	August 15
FALL 2025		
August 23, 2025	August 25, 2025	August 29, 2025 <small>φ</small>
September 06	September 08	September 12
September 20	September 22	September 26
October 04	October 06	October 10
October 18	October 20	October 24
November 01	November 03	November 07
November 15	November 17	November 21
November 29	December 01	December 05
December 13	December 15	December 19
WINTER 2026		
December 27, 2025	December 16, 2025** (early)	January 02, 2026 <small>□</small>
January 10	January 12	January 16
January 24	January 26	January 30
February 07	February 09	February 13
February 21	February 23	February 27
March 07	March 09	March 13
March 21	March 23	March 27
April 04	April 06	April 10
April 18	April 20	April 24
May 02	May 04	May 08
SPRING 2026		
May 16, 2026	May 18, 2026	May 22, 2026
May 30	June 01	June 05
June 13	June 15	June 18

** Denotes special due dates because of holidays.

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:

- Payslip will be available in Workday by the pay date.
- For hourly employees, all worked time and time off used MUST be entered and approved by managers 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