University of the Incarnate Word

Staff & Student Payroll Schedule

Fiscal Year 2026-2027

Pay Period	Timesheets due to Supervisors for review and approval	Timesheet approvals due to Payroll by 12:00 p.m.	Pay Date	Pay #
June 1 - June 15	June 15	June 16	June 22, 2026	12
June 16 - June 30	June 30	July 01	July 7, 2026	13
July 1 - July 15	July 15	July 16	July 22, 2026	14
July 16 - July 31	July 31	August 03	August 7, 2026	15
August 1 - August 15	August 15	August 17	August 21, 2026	16
August 16 - August 31	August 31	September 01	September 7, 2026	17
September 1 - September 15	September 15	September 16	September 22, 2026	18
September 16 - September 30	September 30	October 01	October 7, 2026	19
October 1 - October 15	October 15	October 16	October 22, 2026	20
October 16 - October 31	October 31	November 02	November 6, 2026	21
November 1 - November 15	November 15	November 16	November 20, 2026	22
November 16 - November 30	November 30	December 01	December 7, 2026	23
December 1 - December 15	December 15	December 16 **	December 18, 2026	24
December 16 - December 31	December 31	January 4 **	January 7, 2027	1
January 1 - January 15	January 15	January 19	January 22, 2027	2
January 16 - January 31	January 31	February 01	February 5, 2027	3
February 1 - February 15	February 15	February 16	February 22, 2027	4
February 16 - February 28	February 28	March 01	March 5, 2027	5
March 1 - March 15	March 15	March 16	March 22, 2027	6
March 16 - March 31	March 31	April 01	April 7, 2027	7
April 1 - April 15	April 15	April 16	April 22, 2027	8
April 16 - April 30	April 30	May 03	May 7, 2027	9
May 1 - May 15	May 15	May 17	May 21, 2027	10
May 16 - May 31	May 31	June 01	June 7, 2027	11

**** Subject to change due to Holidays ****

All timesheets close at 11:59 p.m. on the last day of the pay period.

Employees are expected to log in their hours each day