

2025 - 2026 Pay Period Schedule - FY '26

July 2025 - June 2026

<u>Month</u>	<u>Work Period</u>	<u>Personnel Actions Submitted By</u>	<u>Personnel Actions To Payroll By 12:00 p.m.</u>	<u>Batches Approved By 12:00 p.m.</u>	<u>Pay Date</u>
26 JULY	* Jun 18 - Jul 01	Jun 23	Jun 30	Jul 01	Jul 08
25	Jul 02 - Jul 15	Jul 08	Jul 15	Jul 16	Jul 22
24 AUGUST	Jul 16 - Jul 29	Jul 22	Jul 29	Jul 30	Aug 05
23	Jul 30 - Aug 12	Aug 05	Aug 12	Aug 13	Aug 19
22 SEPTEMBER	* Aug 13 - Aug 26	Aug 18	Aug 25	Aug 26	Sep 02
21	Aug 27 - Sep 09	Sep 02	Sep 09	Sep 10	Sep 16
20	Sep 10 - Sep 23	Sep 16	Sep 23	Sep 24	Sep 30
19 OCTOBER	* Sep 24 - Oct 07	Sep 29	Oct 06	Oct 07	Oct 14
18	Oct 08 - Oct 21	Oct 14	Oct 21	Oct 22	Oct 28
17 NOVEMBER	* Oct 22 - Nov 04	Oct 27	Nov 03	Nov 04	Nov 11
16	Nov 05 - Nov 18	Nov 10	Nov 18	Nov 19	Nov 25
15 DECEMBER	Nov 19 - Dec 02	Nov 25	Dec 02	Dec 03	Dec 09
14	* Dec 03 - Dec 16	Dec 08	Dec 15	Dec 16	Dec 23
13 JANUARY	* Dec 17 - Dec 30	Dec 19	Dec 23	Dec 29	Jan 06
12	* Dec 31 - Jan 13	Jan 05	Jan 12	Jan 13	Jan 20
11 FEBRUARY	Jan 14 - Jan 27	Jan 20	Jan 27	Jan 28	Feb 03
10	* Jan 28 - Feb 10	Feb 02	Feb 09	Feb 10	Feb 17
9 MARCH	Feb 11 - Feb 24	Feb 17	Feb 24	Feb 25	Mar 03
8	Feb 25 - Mar 10	Mar 03	Mar 10	Mar 11	Mar 17
7	Mar 11 - Mar 24	Mar 17	Mar 24	Mar 25	Mar 31
6 APRIL	Mar 25 - Apr 07	Mar 31	Apr 07	Apr 08	Apr 14
5	Apr 08 - Apr 21	Apr 14	Apr 21	Apr 22	Apr 28
4 MAY	Apr 22 - May 05	Apr 28	May 05	May 06	May 12
3	* May 06 - May 19	May 11	May 18	May 19	May 26
2 JUNE	May 20 - Jun 02	May 26	Jun 02	Jun 03	Jun 09
1	* Jun 03 - Jun 16	Jun 08	Jun 15	Jun 16	Jun 23

Longevity pay will be available November 26, 2025.

Batches **MUST BE** approved by 12:00 noon on the date shown for all departments except: **Airport, DSS, and CARTS** and they will be due the following day at 9:00 A.M.

*** EARLY SUBMISSION By 12 P.M. for all departments except: Airport, DSS, and CARTS and they will be due the following day at 9:00 A.M.**

Last day to take excess Annual Leave (Over 240.00 hours) will be 12/31/25.

Annual Leave will carry over to Sick Leave if in excess of 240.00 hours on 12/31/25, but will not reflect on paystubs or in ESS until the January 20th payroll.