

Spring 2026

Condensed Payroll Calendar

Biweekly Timesheet Due Dates (for students and staff)

Please make sure that your timesheet is submitted in Workday by the due date and that your supervisor approves timely. Timesheets not submitted and approved by the due date will be paid on the following pay date.

Pay Period Beginning	Pay Period Ending	Timesheets Due (employees' responsibility)	Manager Approval Due	Pay Date
January 4	January 17	Fri, January 16	Mon, January 19	January 23
January 18	January 31	Fri, January 30	Mon, February 2	February 6
February 1	February 14	Fri, February 13	Mon, February 16	February 20
February 15	February 28	Fri, February 27	Mon, March 2	March 6
March 1	March 14	Fri, March 13	Mon, March 16	March 20
March 15	March 28	Fri, March 27	Mon, March 30	April 3
March 29	April 11	Fri, April 10	Mon, April 13	April 17
April 12	April 25	Fri, April 24	Mon, April 27	May 1
April 26	May 9	Fri, May 8	Mon, May 11	May 15
May 10	May 23	Fri, May 22	Mon, May 25	May 29

Email any questions to payroll@etamu.edu.