

PAYROLL CALENDAR for Fiscal Year 2026 (July 1, 2025 to June 30, 2026)

PLEASE NOTE: To ensure payment on the following distribution dates all appropriate paperwork must be received by the due date shown below!

PAY Type, # see below	PAYROLL PERIODS	Payroll Forms deadline to HR	Time Entry dates for employees & originators	Approval Deadline 11:59 PM	Payday
SM14 ^{a3}	July 1-15, 2025	8-Jul	**Jul 14-15	Jul-16	Tuesday, July 22, 2025
SM15 ^{a3}	July 16-31, 2025	22-Jul	Jul 16-31	Aug-01	Thursday, August 7, 2025
SM16 ^{a3}	Aug. 1-15, 2025	8-Aug	Aug 1-15	Aug-18	Friday, August 22, 2025
SM17 ^a	Aug. 16-31, 2025	22-Aug	Aug 16-31	Sep-02	Friday, September 5, 2025
SM18 ^a	Sept. 1-15, 2025	8-Sep	Sep 1-15	Sep-16	Monday, September 22, 2025
SM19 ^a	Sept. 16-30, 2025	22-Sep	Sep 16-30	Oct-01	Tuesday, October 7, 2025
SM20 ^a	Oct. 1-15, 2025	7-Oct	Oct 1-15	Oct-16	Wednesday, October 22, 2025
SM21 ^a	Oct. 16-31, 2025	21-Oct	Oct 16-31	Nov-03	Friday, November 7, 2025
SM22 ^a	Nov. 1-15, 2025	7-Nov	Nov 1-15	Nov-17	Friday, November 21, 2025
SM23 ^a	Nov. 16-30, 2025	21-Nov	Nov 16-30	Dec-01	Friday, December 5, 2025
SM24 ^a	Dec. 1- 15, 2025	8-Dec	Dec 1-15	Dec-16	Monday, December 22, 2025
SM1	Dec. 16-31, 2025	22-Dec	Dec 16-31	Jan-02	Wednesday, January 7, 2026
SM2 ^{a2}	Jan. 1-15, 2026	7-Jan	Jan 1-15	Jan-16	Thursday, January 22, 2026
SM3 ^{a2}	Jan. 16-31, 2026	22-Jan	Jan 16-31	Feb-02	Friday, February 6, 2026
SM4 ^{a2}	Feb. 1-15, 2026	9-Feb	Feb 1-15	Feb-17	Friday, February 20, 2026
SM5 ^{a2}	Feb. 16-28, 2026	20-Feb	Feb 16-28	Mar-02	Friday, March 6, 2026
SM6 ^{a2}	March 1-15, 2026	9-Mar	Mar 1-15	Mar-16	Friday, March 20, 2026
SM7 ^{a2}	March 16-31, 2026	20-Mar	Mar 16-31	Apr-01	Tuesday, April 7, 2026
SM8 ^{a2}	April 1-15, 2026	7-Apr	Apr 1-15	Apr-16	Wednesday, April 22, 2026
SM9 ^{a2}	April 16-30, 2026	20-Apr	Apr 16-30	May-01	Thursday, May 7, 2026
SM10	May 1-15, 2026	8-May	May 1-15	May-18	Friday, May 22, 2026
SM11	May 16-31, 2026	22-May	May 16-31	Jun-01	Friday, June 5, 2026
SM12 ^{a3}	June 1-15, 2026	8-Jun	Jun 1-15	Jun-16	Monday, June 22, 2026
SM13 ^{a3}	June 16-30, 2026	22-Jun	Jun 16-30	Jul-01	Tuesday, July 7, 2026
Legend: Summer Spring Fall					
** Please note: Time entry for SM14 won't be opened until July 14, 2025 to allow time for year end processing.					
- The official workweek of SLCC is: Saturday at 12:00 am until the next Friday at 11:59 pm					
- If you need to enter time that was missed on a previous payroll please enter the total hours on a Saturday and add notes in the comments section.					