

## 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!

| <b>PAY<br/>Type, #<br/>see below</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>PAYROLL<br/>PERIODS</b> | <b>Payroll Forms<br/>deadline<br/>to HR</b> | <b>Time Entry dates<br/>for employees &amp;<br/>originators</b> | <b>Approval<br/>Deadline<br/>11:59 PM</b> | <b>Payday</b>               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------|-----------------------------------------------------------------|-------------------------------------------|-----------------------------|
| SM14 <sup>a3</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | July 1-15, 2025            | <b>8-Jul</b>                                | <b>**Jul 14</b>                                                 | <b>Jul-16</b>                             | Tuesday, July 22, 2025      |
| SM15 <sup>a3</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | July 16-31, 2025           | <b>22-Jul</b>                               | Jul 16-31                                                       | <b>Aug-01</b>                             | Thursday, August 7, 2025    |
| SM16 <sup>a3</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Aug. 1-15, 2025            | <b>8-Aug</b>                                | Aug 1-15                                                        | <b>Aug-18</b>                             | Friday, August 22, 2025     |
| SM17 <sup>a</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Aug. 16-31, 2025           | <b>22-Aug</b>                               | Aug 16-31                                                       | <b>Sep-02</b>                             | Friday, September 5, 2025   |
| SM18 <sup>a</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Sept. 1-15, 2025           | <b>8-Sep</b>                                | Sep 1-15                                                        | <b>Sep-16</b>                             | Monday, September 22, 2025  |
| SM19 <sup>a</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Sept. 16-30, 2025          | <b>22-Sep</b>                               | Sep 16-30                                                       | <b>Oct-01</b>                             | Tuesday, October 7, 2025    |
| SM20 <sup>a</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Oct. 1-15, 2025            | <b>7-Oct</b>                                | Oct 1-15                                                        | <b>Oct-16</b>                             | Wednesday, October 22, 2025 |
| SM21 <sup>a</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Oct. 16-31, 2025           | <b>21-Oct</b>                               | Oct 16-31                                                       | <b>Nov-03</b>                             | Friday, November 7, 2025    |
| SM22 <sup>a</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Nov. 1-15, 2025            | <b>7-Nov</b>                                | Nov 1-15                                                        | <b>Nov-17</b>                             | Friday, November 21, 2025   |
| SM23 <sup>a</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Nov. 16-30, 2025           | <b>21-Nov</b>                               | Nov 16-30                                                       | <b>Dec-01</b>                             | Friday, December 5, 2025    |
| SM24 <sup>a</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Dec. 1- 15, 2025           | <b>8-Dec</b>                                | Dec 1-15                                                        | <b>Dec-16</b>                             | Monday, December 22, 2025   |
| SM1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Dec. 16-31, 2025           | <b>22-Dec</b>                               | Dec 16-31                                                       | <b>Jan-02</b>                             | Wednesday, January 7, 2026  |
| SM2 <sup>a2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Jan. 1-15, 2026            | <b>7-Jan</b>                                | Jan 1-15                                                        | <b>Jan-16</b>                             | Thursday, January 22, 2026  |
| SM3 <sup>a2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Jan. 16-31, 2026           | <b>22-Jan</b>                               | Jan 16-31                                                       | <b>Feb-02</b>                             | Friday, February 6, 2026    |
| SM4 <sup>a2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Feb. 1-15, 2026            | <b>9-Feb</b>                                | Feb 1-15                                                        | <b>Feb-17</b>                             | Friday, February 20, 2026   |
| SM5 <sup>a2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Feb. 16-28, 2026           | <b>20-Feb</b>                               | Feb 16-28                                                       | <b>Mar-02</b>                             | Friday, March 6, 2026       |
| SM6 <sup>a2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | March 1-15, 2026           | <b>9-Mar</b>                                | Mar 1-15                                                        | <b>Mar-16</b>                             | Friday, March 20, 2026      |
| SM7 <sup>a2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | March 16-31, 2026          | <b>20-Mar</b>                               | Mar 16-31                                                       | <b>Apr-01</b>                             | Tuesday, April 7, 2026      |
| SM8 <sup>a2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | April 1-15, 2026           | <b>7-Apr</b>                                | Apr 1-15                                                        | <b>Apr-16</b>                             | Wednesday, April 22, 2026   |
| SM9 <sup>a2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | April 16-30, 2026          | <b>20-Apr</b>                               | Apr 16-30                                                       | <b>May-01</b>                             | Thursday, May 7, 2026       |
| SM10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | May 1-15, 2026             | <b>8-May</b>                                | May 1-15                                                        | <b>May-18</b>                             | Friday, May 22, 2026        |
| SM11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | May 16-31, 2026            | <b>22-May</b>                               | May 16-31                                                       | <b>Jun-01</b>                             | Friday, June 5, 2026        |
| SM12 <sup>a3</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | June 1-15, 2026            | <b>8-Jun</b>                                | Jun 1-15                                                        | <b>Jun-16</b>                             | Monday, June 22, 2026       |
| SM13 <sup>a3</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | June 16-30, 2026           | <b>22-Jun</b>                               | Jun 16-30                                                       | <b>Jul-01</b>                             | Tuesday, July 7, 2026       |
| <b>Legend:</b> <span style="display: inline-block; width: 15px; height: 15px; background-color: #ADD8E6; border: 1px solid black; margin-right: 5px;"></span> Summer <span style="display: inline-block; width: 15px; height: 15px; background-color: #90EE90; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Spring <span style="display: inline-block; width: 15px; height: 15px; background-color: #FFDAB9; border: 1px solid black; margin-left: 20px;"></span> Fall |                            |                                             |                                                                 |                                           |                             |
| <b>** Please note: Time entry for SM14 won't be opened until July 14, 2025 to allow time for year end processing.</b>                                                                                                                                                                                                                                                                                                                                                                             |                            |                                             |                                                                 |                                           |                             |
| - 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.                                                                                                                                                                                                                                                                                                                                               |                            |                                             |                                                                 |                                           |                             |