MEMORANDUM

TO: Student Employees and Supervisors

FROM: Katie Gagliotti
Student Payroll/HR Office Assistant

DATE: 03/16/2026

RE: Student Employee Pay Period Schedule for 2026-2027

Please post this schedule in your department so that it is available for future reference. Time reports **MUST be turned in on the due date in order for payroll to be processed on time**.

Time reports must be filled out completely, with Student ID. Payroll paperwork must be filed in the Student Payroll Office, Old Main 207, at the start of your employment with the College. **It is not necessary to file these documents every year unless you have a change to report.**

Pay Period Begin	Pay Period End	Time Reports Due	Pay Date
4/18/2026	5/15/2026	5/18/2026	June 10, 2026
5/16/2026	6/12/2026	6/15/2026	July 10, 2026
6/13/2026	7/10/2026	7/13/2026	August 10, 2026
7/11/2026	8/7/2026	8/10/2026	September 10, 2026
8/8/2026	9/11/2026	9/14/2026	October 9, 2026
9/12/2026	10/9/2026	10/12/2026	November 10, 2026
10/10/2026	11/6/2026	11/9/2026	December 10, 2026
11/7/2026	12/11/2026	12/14/2026	January 8, 2027
12/12/2026	1/8/2027	1/11/2027	February 10, 2027
1/9/2027	2/12/2027	2/15/2027	March 10, 2027
2/13/2027	3/12/2027	3/15/2027	April 9, 2027
3/13/2027	4/9/2027	4/12/2027	May 10, 2027
4/10/2027	5/7/2027	5/10/2027	June 10, 2027

– VERY IMPORTANT –
It is imperative that time reports are turned in on time each month!