

Southwestern College
26-27Hourly Payroll Schedule

Pay Period		EMPLOYEE APPROVAL BY NOON on this day. SUPERVISOR APPROVAL BY MIDNIGHT on this day. *Unless otherwise noted.	Pay Date	Comments
12/15/2025	12/28/2025	12/29/2025	1/2/2026	
12/29/2025	1/11/2026	1/14/2026	1/16/2026	
1/12/2026	1/25/2026	1/28/2026	1/30/2026	
1/26/2026	2/8/2026	2/11/2026	2/13/2026	
2/9/2026	2/22/2026	2/25/2026	2/27/2026	
2/23/2026	3/8/2026	3/11/2026	3/13/2026	
3/9/2026	3/22/2026	3/25/2026	3/27/2026	
3/23/2026	4/5/2026	4/8/2026	4/10/2026	
4/6/2026	4/19/2026	4/22/2026	4/24/2026	
4/20/2026	5/3/2026	5/6/2026	5/8/2026	
5/4/2026	5/17/2026	5/20/2026	5/22/2026	
5/18/2026	5/31/2026	6/3/2026	6/5/2026	
6/1/2026	6/14/2026	6/16/2026	6/18/2026	
6/15/2026	6/28/2026	*6/30/2026	7/2/2026	EARLY SUBMISSION DUE TO HOLIDAY
6/29/2026	7/12/2026	7/15/2026	7/17/2026	
7/13/2026	7/26/2026	7/29/2026	7/31/2026	
7/27/2026	8/9/2026	8/12/2026	8/14/2026	
8/10/2026	8/23/2026	8/26/2026	8/28/2026	
8/24/2026	9/6/2026	9/9/2026	9/11/2026	
9/7/2026	9/20/2026	9/23/2026	9/25/2026	
9/21/2026	10/4/2026	10/7/2026	10/9/2026	
10/5/2026	10/18/2026	10/21/2026	10/23/2026	
10/19/2026	11/1/2026	11/4/2026	11/6/2026	
11/2/2026	11/15/2026	11/18/2026	11/20/2026	
11/16/2026	11/29/2026	12/2/2026	12/4/2026	
11/30/2026	12/13/2026	12/16/2026	12/18/2026	NO CHANGE FOR THIS CHRISTMAS/NEW YEARS
12/14/2026	12/27/2026	*12/29/2026	12/31/2026	EARLY SUBMISSION DUE TO HOLIDAY

Students can approve timesheets beginning at midnight on the last day of the pay period until Noon the due date. Supervisors can approve anytime between 12:01 p.m. and midnight on the due date.

Hours not entered or approved on time will need to be entered on the NEXT pay period and paid on the next pay date.

Dates are subject to change without notice.