

## ALFRED UNIVERSITY PAYROLL SCHEDULE

### SCHEDULE FOR BI WEEKLY LAGGED PAYROLLS January 2026 thru December 2026

The two-week pay-period will begin Sunday at 12:01 AM and continue through Saturday at midnight. BannerWeb timesheets must be submitted electronically to supervisors by 12PM on alternate MONDAYS. Supervisors must approve timesheets by 12PM on TUESDAY.

All paper timesheets must be submitted by supervisors 4:30PM on Wednesdays

This schedule is for work-study students, non-work-study students, hourly and professional non-exempt staff, non-statutory salaried employees and all statutory salaried employees.

BI/BL/BK PAYROLLS				
			BANNERWEB	
PP	PAY PERIOD	PAY PERIOD	TIMESHEETS DUE	PAY DAY IS
NO.	START DATE	END DATE	BY 12:00 PM NOON	FRIDAY
1	12/7/25	12/20/25	12/22/25	1/2/26
2	12/21/25	1/3/26	1/5/26	1/16/26
3	1/4/26	1/17/26	1/19/26	1/30/26
4	1/18/26	1/31/26	2/2/26	2/13/26
5	2/1/26	2/14/26	2/16/26	2/27/26
6	2/15/26	2/28/26	3/2/26	3/13/26
7	3/1/26	3/14/26	3/16/26	3/27/26
8	3/15/26	3/28/26	3/30/26	4/10/26
9	3/29/26	4/11/26	4/13/26	4/24/26
10	4/12/26	4/25/26	4/27/26	5/8/26
11	4/26/26	5/9/26	5/11/26	5/22/26
12	5/10/26	5/23/26	5/25/26	6/5/26
13	5/24/26	6/6/26	6/8/26	6/18/26
14	6/7/26	6/20/26	6/22/26	7/2/26
15	6/21/26	7/4/26	7/6/26	7/17/26
16	7/5/26	7/18/26	7/20/26	7/31/26
17	7/19/26	8/1/26	8/3/26	8/14/26
18	8/2/26	8/15/26	8/17/26	8/28/26
19	8/16/26	8/29/26	8/31/26	9/11/26
20	8/30/26	9/12/26	9/14/26	9/25/26
21	9/13/26	9/26/26	9/28/26	10/9/26
22	9/27/26	10/10/26	10/12/26	10/23/26
23	10/11/26	10/24/26	10/26/26	11/6/26
24	10/25/26	11/7/26	11/9/26	11/20/26
25	11/8/26	11/21/26	11/23/26	12/4/26
26	11/22/26	12/5/26	12/7/26	12/18/26
27	12/6/26	12/19/26	12/21/26	12/30/26

Exceptions to normal Friday Pay Day

Updated 8/18/25