

2025-2026 UUP Hourly Pay Calendar

Pay Period	Pay Period Begin Date	Pay Period End Date	Timesheets Due in Payroll Office	Pay Date
1	03/13/25	03/26/25	03/28/25	04/23/25
2	03/27/25	04/09/25	04/11/25	05/07/25
3	04/10/25	04/23/25	04/25/25	05/21/25
4	04/24/25	05/07/25	05/09/25	06/04/25
5	05/08/25	05/21/25	05/23/25	06/18/25
6	05/22/25	06/04/25	06/06/25	07/02/25
7	06/05/25	06/18/25	06/20/25	07/16/25
8	06/19/25	07/02/25	07/04/25	07/30/25
9	07/03/25	07/16/25	07/18/25	08/13/25
10	07/17/25	07/30/25	08/01/25	08/27/25
11	07/31/25	08/13/25	08/15/25	09/10/25
12	08/14/25	08/27/25	08/29/25	09/24/25
13	08/28/25	09/10/25	09/12/25	10/08/25
14	09/11/25	09/24/25	09/26/25	10/22/25
15	09/25/25	10/08/25	10/10/25	11/05/25
16	10/09/25	10/22/25	10/24/25	11/19/25
17	10/23/25	11/05/25	11/07/25	12/03/25
18	11/06/25	11/19/25	11/21/25	12/17/25
19	11/20/25	12/03/25	12/05/25	12/31/25
20	12/04/25	12/17/25	12/19/25	01/14/26
21	12/18/25	12/31/25	01/02/26	01/28/26
22	01/01/26	01/14/26	01/16/26	02/11/26
23	01/15/26	01/28/26	01/30/26	02/25/26
24	01/29/26	02/11/26	02/13/26	03/11/26
25	02/12/26	02/25/26	02/27/26	03/25/26
26	02/26/26	03/11/26	03/13/26	04/08/26

2025-2026 Pay Schedule - For Staff Appointed at an Hourly Rate

Temporary Personnel appointed at an hourly rate of pay are required to submit timesheets to the Payroll Office on a bi-weekly basis .

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **in ink daily** using **hour**, **half-hour**, or **quarter-hour** units. A lunch break of at least one-half hour **must be taken and indicated on the timesheet** during any workday consisting of six or more hours.

Timesheets **are not** to be returned to the employee after being signed by the supervisor.

Please forward all timesheets for payment to the Payroll Office, Doty 318, in accordance with the pay schedule. A copy is to be retained in your Department files to provide an audit record. A letter of explanation and justification must accompany late time sheets in excess of one pay period from the supervisor.