

2026 PAYROLL SCHEDULE

Academic & Assistant

Month	Pay No	Pay Period Begin Date	Pay Period End Date	Direct Deposit Change Deadline	Pay Date	Insurance Coverage Dates
JAN	1	12/16/2025	1/15/2026	1/1/2026	1/16/2026	1/1/26 - 1/31/26
FEB	2	1/16/2026	2/15/2026	2/1/2026	2/16/2026	2/1/26 - 2/29/26
MAR	3	2/16/2026	3/15/2026	3/1/2026	3/16/2026	3/1/26 - 3/31/26
APR	4	3/16/2026	4/15/2026	4/1/2026	4/16/2026	4/1/26 - 4/30/26
MAY	5	4/16/2026	5/15/2026	5/1/2026	5/15/2026	5/1/26 - 5/31/26
JUN	6	5/16/2026	6/15/2026	6/1/2026	6/16/2026	6/1/26 - 6/30/26
JUL	7	6/16/2026	7/15/2026	7/1/2026	7/16/2026	7/1/26 - 7/31/26
AUG	8	7/16/2026	8/15/2026	8/1/2026	8/14/2026	8/1/26 - 8/31/26
SEP	9	8/16/2026	9/15/2026	9/1/2026	9/16/2026	9/1/26 - 9/30/26
OCT	10	9/16/2026	10/15/2026	10/1/2026	10/16/2026	10/1/26 - 10/31/26
NOV	11	10/16/2026	11/15/2026	11/1/2026	11/16/2026	11/1/26 - 11/30/26
DEC	12	11/16/2026	12/15/2026	12/1/2026	12/16/2026	12/1/26 - 12/31/26

1) An employee must be actively employed, or benefits eligible on the **first day** of an insurance coverage period to owe premiums for that period.

2) Owed back premiums will be taken from the next available paycheck after the UPB - Benefits Office is notified of the discrepancy. Employees will be notified of this action by email and campus mail.