

September 3, 2025

TO: ALL DEANS, DEPT. CHAIRS, ADMIN. ASSTS. & INSTRUCTORS

FR: IAN FRASER, PAYROLL MANAGER

SUBJECT: **PAYROLL SCHEDULE: FALL WINTER SPRING 2025-2026**

ADJ. HOURLY OR OVERLOAD INSTRUCTORS:

<u>PAY PERIOD:</u>	<u># OF PAY WEEKS:</u> FOR HOURLY&OL INSTRUCTORS:	<u>DEPT. ABSENCE LISTS</u> <u>DUE IN PAYROLL ON:</u>	<u>RELEASE DATE</u> <u>(PAY DATE):</u>
--------------------	---	---	---

FALL 2025:

SEPT. 02 – SEPT. 27	4 WEEKS	TUESDAY NOON SEPT. 16	SEPT. 30, 2025
SEPT. 28 – OCT. 25	4 WEEKS	THURSDAY NOON OCT. 16	OCT. 31, 2025
OCT. 26 – NOV. 22	5 WEEKS	FRIDAY NOON NOV. 14	NOV. 26, 2025*
NOV. 23 – DEC. 23	5 WEEKS (A)(B)	TUESDAY NOON DEC. 16	DEC. 31, 2025*

WINTER 2026:

JAN. 5 – JAN. 17	2 WEEKS	FRIDAY NOON JAN. 16	JAN. 31, 2026
JAN 18 – FEB. 12	4 WEEKS	THURSDAY NOON FEB. 12	FEB. 27, 2026

SPRING 2026:

FEB. 17 – MARCH 14	4 WEEKS	MONDAY NOON MARCH 16	MARCH 30, 2026
MARCH 15 – APRIL 11	4 WEEKS	THURSDAY NOON APRIL 16	APRIL 30, 2026
APRIL 12 – MAY 09	5 WEEKS	FRIDAY NOON MAY 15	MAY 29, 2026
MAY 10 – JUNE 16	5 WEEKS (A)(B)	TUESDAY NOON JUNE 16	JUNE 30, 2026

(A) EMERITUS: 4 WEEKS

(B) COSMETOLOGY, NURSING AND ESL: CHECK WITH DEPT. CHAIR FOR WEEKS PAID

**** DATE SUBJECT TO CHANGE**