



# Research Foundation

## PAY SCHEDULE 2026 Calendar Year

<u>2 –Week Pay Period</u>	<u>EPAS Due</u>	<u>Timesheet Due</u>	<u>Pay Date</u>	<u>Pay Cycle</u>
12/14/25 - 12/27/25	<b>*11/24/25</b>	<b>*12/17/25</b>	01/02/26	201
12/28/25 - 01/10/26	<b>*12/01/25</b>	01/12/26	01/16/26	202
01/11/26 - 01/24/26	01/09/26	01/26/26	01/30/26	203
01/25/26 - 02/07/26	01/23/26	02/09/26	02/13/26	204
02/08/26 - 02/21/26	02/06/26	02/23/26	02/27/26	205
02/22/26 - 03/07/26	02/20/26	03/09/26	03/13/26	206
03/08/26 - 03/21/26	03/06/26	03/23/26	03/27/26	207
03/22/26 - 04/04/26	03/20/26	04/06/26	04/10/26	208
04/05/26 - 04/18/26	04/03/26	04/20/26	04/24/26	209
04/19/26 - 05/02/26	04/17/26	05/04/26	05/08/26	210
05/03/26 - 05/16/26	<b>*04/24/26</b>	05/18/26	05/22/26	211
05/17/26 - 05/30/26	05/15/26	06/01/26	06/05/26	212
05/31/26 - 06/13/26	05/29/26	<b>*06/12/26</b>	<b>06/18/26</b>	213
06/14/26 - 06/27/26	06/12/26	<b>*06/26/26</b>	<b>07/02/26</b>	214
06/28/26 - 07/11/26	06/26/26	07/13/26	07/17/26	215
07/12/26 - 07/25/26	07/10/26	07/27/26	07/31/26	216
07/26/26 - 08/08/26	07/24/26	08/10/26	08/14/26	217
08/09/26 - 08/22/26	<b>*07/31/26</b>	08/24/26	08/28/26	218
08/23/26 - 09/05/26	08/21/26	<b>*09/04/26</b>	09/11/26	219
09/06/26 - 09/19/26	09/04/26	09/21/26	09/25/26	220
09/20/26 - 10/03/26	09/18/26	10/05/26	10/09/26	221
10/04/26 - 10/17/26	10/02/26	10/19/26	10/23/26	222
10/18/26 - 10/31/26	10/16/26	11/02/26	11/06/26	223
11/01/26 - 11/14/26	10/30/26	11/16/26	11/20/26	224
11/15/26 - 11/28/26	<b>*11/06/26</b>	11/30/26	12/04/26	225
11/29/26 - 12/12/26	<b>*11/13/26</b>	<b>*12/09/26</b>	12/18/26	226

**\*Earlier submission of e-PAS forms or timesheets requested due to new semester or holiday observance**

**\*\*ODURF/ODU is CLOSED Wednesday December 24<sup>th</sup>, 2025, through Friday January 2<sup>nd</sup>, 2026.**

- We must have all time sheets by 10am **Wednesday, December 17<sup>th</sup>, 2025**, for the **12/14/25-12/27/25 pay period BEFORE Winter Break**. You may estimate your time for the week to process payroll for the 01/02/2026 Pay Date. Any corrections may be made on the following pay period (Pay Date 01/16/2026).
- Please submit e-PAS' no later than **Monday, November 24<sup>th</sup>, 2025 - for pay periods through December 27<sup>th</sup>, 2025.**
- Please submit e-PAS' no later than **Monday, December 1<sup>st</sup>, 2025 - for pay periods through January 10<sup>th</sup>, 2026.**
- Please submit Timesheets no later than **Monday, December 9<sup>th</sup>, 2026, for the Pay Date December 18<sup>th</sup>, 2026.**

**Payroll Authorizations (ePAS') and hourly time sheets are ALWAYS due by 10am on the due date.**