

Old Dominion University

Web Time Entry Submission Deadlines - CY 2026

Hourly and Student Hourly Employees

Pay ID	PR #	Description	Pay Periods	WTE Employee Deadline to submit to Approver 11:59 p.m.	WTE Approver Deadline to submit to Payroll 10 p.m.	Pay Date
PT	111	Hourly - Part Time	12/16 - 12/31	01/05/26	01/06/26	01/16/26
PT	112	Hourly - Part Time	01/01 -01/15	01/15/26	01/16/26	01/30/26
PT	121	Hourly - Part Time	01/16 -01/31	01/31/26	02/02/26	02/13/26
PT	122	Hourly - Part Time	02/01 -02/15	02/15/26	02/16/26	02/27/26
PT	131	Hourly - Part Time	02/16 -02/28	02/28/26	03/02/26	03/16/26
PT	132	Hourly - Part Time	03/01 -03/15	03/15/26	03/16/26	03/31/26
PT	211	Hourly - Part Time	03/16 -03/31	03/31/26	04/01/26	04/16/26
PT	212	Hourly - Part Time	04/01 -04/15	04/15/26	04/16/26	05/01/26
PT	221	Hourly - Part Time	04/16 -04/30	04/30/26	05/01/26	05/15/26
PT	222	Hourly - Part Time	05/01 -05/15	05/15/26	05/18/26	06/01/26
PT	231	Hourly - Part Time	05/16 -05/31	05/31/26	06/01/26	06/16/26
PT	232	Hourly - Part Time	06/01 -06/15	06/15/26	06/16/26	07/01/26
PT	311	Hourly - Part Time	06/16 -06/30	06/30/26	07/06/26	07/16/26
PT	312	Hourly - Part Time	07/01 -07/15	07/15/26	07/16/26	07/31/26
PT	321	Hourly - Part Time	07/16 -07/31	07/31/26	08/03/26	08/14/26
PT	322	Hourly - Part Time	08/01 -08/15	08/15/26	08/17/26	09/01/26
PT	331	Hourly - Part Time	08/16 -08/31	08/31/26	09/01/26	09/16/26
PT	332	Hourly - Part Time	09/01 -09/15	09/15/26	09/16/26	09/30/26
PT	411	Hourly - Part Time	09/16 -09/30	09/30/26	10/01/26	10/16/26
PT	412	Hourly - Part Time	10/01 -10/15	10/15/26	10/16/26	10/30/26
PT	421	Hourly - Part Time	10/16 -10/31	10/31/26	11/02/26	11/16/26
PT	422	Hourly - Part Time	11/01 -11/15	11/15/26	11/16/26	12/01/26
PT	431	Hourly - Part Time	11/16 -11/30	11/30/26	12/01/26	12/16/26
PT	432	Hourly - Part Time	12/01 -12/15	12/15/26	12/16/26	12/31/26