NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY

2026 Bi-Weekly Payroll Calendar
Hourly Student and Temporary Employees

Important for Timely Pay:

- Bi-weekly paid employees' Electronic Personnel Action Form (ePAF) must be submitted at least two (2) weeks prior to the established first day of work to ensure access of the online timesheet for timely pay. ***Please do not allow an employee to begin work before the personnel authorization is approved for employment by the Division of Human Resources.***
- **Employees** must submit their online timesheet NO LATER than the Timesheet Due Date and Cut-off Time.
- **Supervisors** must approve the employee(s) online timesheet NO LATER than the Approval Due Date and Cut-off Time.
- Missing the established due date and cut-off time will require the supervisor to submit an approved paper timesheet to payroll@ncat.edu to be processed for pay in the next available bi-weekly payroll.
- Late paper timesheets should not be used as a substitute for the university approved online time and attendance system.

PAY #	BI-WEEKLY WORK PERIOD		EMPLOYEE TIME ENTRY SUBMIT DEADLINE FOR SUPERVISOR APPROVAL		SUPERVISOR APPROVAL DEADLINE		PAYROLL PROCESSING DATE AND TIME		LATE PAPER TIMESHEET DEADLINE FOR PREVIOUSLY MISSED PAY PERIODS		PAY DATE
	TWO WEEK START DATE	TWO WEEK END DATE	TIMESHEET DUE DATE	NO LATER THAN	APPROVAL DUE DATE	NO LATER THAN	AS PUBLISHED BY SHARED SERVICES		DUE EACH MONDAY WEEK OF PAYROLL	NO LATER THAN	
1	12/15/2025	12/28/2025	12/29/2025	11:59 PM	12/30/2025	11:59 PM	01/02/2026	11:00 AM	N/A	N/A	01/09/2026
2	12/29/2025	01/11/2026	01/12/2026	11:59 PM	01/13/2026	11:59 PM	01/14/2026	9:00 AM	01/12/2026	5:00 PM	01/23/2026
3	01/12/2026	01/25/2026	01/26/2025	11:59 PM	01/27/2026	11:59 PM	01/28/2026	9:00 AM	01/26/2026	5:00 PM	02/06/2026
4	01/26/2026	02/08/2026	02/09/2026	11:59 PM	02/10/2026	11:59 PM	02/11/2026	9:00 AM	02/09/2026	5:00 PM	02/20/2026
5	02/09/2026	02/22/2026	02/23/2026	11:59 PM	02/24/2026	11:59 PM	02/25/2026	9:00 AM	02/23/2026	5:00 PM	03/06/2026
6	02/23/2026	03/08/2026	03/09/2026	11:59 PM	03/10/2026	11:59 PM	03/11/2026	9:00 AM	03/09/2026	5:00 PM	03/20/2026
7	03/09/2026	03/22/2026	03/23/2026	11:59 PM	03/24/2026	11:59 PM	03/25/2026	9:00 AM	03/23/2026	5:00 PM	04/02/2026
8	03/23/2026	04/05/2026	04/06/2026	11:59 PM	04/07/2026	11:59 PM	04/08/2026	9:00 AM	04/06/2026	5:00 PM	04/17/2026
9	04/06/2026	04/19/2026	04/20/2026	11:59 PM	04/21/2026	11:59 PM	04/22/2026	9:00 AM	04/20/2026	5:00 PM	05/01/2026
10	04/20/2026	05/03/2026	05/04/2026	11:59 PM	05/05/2026	11:59 PM	05/06/2026	9:00 AM	05/04/2026	5:00 PM	05/15/2026
11	05/04/2026	05/17/2026	05/18/2026	11:59 PM	05/19/2026	11:59 PM	05/20/2026	9:00 AM	05/18/2026	5:00 PM	05/29/2026
12	05/18/2026	05/31/2026	06/01/2026	11:59 PM	06/02/2026	11:59 PM	06/03/2026	9:00 AM	06/01/2026	5:00 PM	06/12/2026
13	06/01/2026	06/14/2026	06/15/2026	11:59 PM	06/16/2026	11:59 PM	06/17/2026	9:00 AM	06/15/2026	5:00 PM	06/26/2026
14	06/15/2026	06/28/2026	06/29/2026	11:59 PM	06/29/2026	11:59 PM	06/30/2026	9:00 AM	06/29/2026	5:00 PM	07/10/2026
15	06/29/2026	07/12/2026	07/13/2026	11:59 PM	07/14/2026	11:59 PM	07/15/2026	9:00 AM	07/13/2026	5:00 PM	07/24/2026
16	07/13/2026	07/26/2026	07/27/2026	11:59 PM	07/28/2026	11:59 PM	07/29/2026	9:00 AM	07/27/2026	5:00 PM	08/07/2026
17	07/27/2026	08/09/2026	08/10/2026	11:59 PM	08/11/2026	11:59 PM	08/12/2026	9:00 AM	08/10/2026	5:00 PM	08/21/2026
18	08/10/2026	08/23/2026	08/24/2026	11:59 PM	08/25/2026	11:59 PM	08/26/2026	9:00 AM	08/24/2026	5:00 PM	09/04/2026
19	08/24/2026	09/06/2026	09/07/2026	11:59 PM	09/08/2026	11:59 PM	09/09/2026	9:00 AM	09/07/2026	5:00 PM	09/18/2026
20	09/07/2026	09/20/2026	09/21/2026	11:59 PM	09/22/2026	11:59 PM	09/23/2026	9:00 AM	09/21/2026	5:00 PM	10/02/2026
21	09/21/2026	10/04/2026	10/05/2026	11:59 PM	10/06/2026	11:59 PM	10/07/2026	9:00 AM	10/05/2026	5:00 PM	10/16/2026
22	10/05/2026	10/19/2026	10/19/2026	11:59 PM	10/20/2026	11:59 PM	10/21/2026	9:00 AM	10/19/2026	5:00 PM	10/30/2026
23	10/19/2026	11/01/2026	11/02/2026	11:59 PM	11/03/2026	11:59 PM	11/04/2026	9:00 AM	11/02/2026	5:00 PM	11/13/2026
24	11/02/2026	11/15/2026	11/16/2026	11:59 PM	11/17/2026	11:59 PM	11/18/2026	9:00 AM	11/16/2026	5:00 PM	11/25/2026
25	11/16/2026	11/29/2026	11/30/2026	11:59 PM	12/01/2026	11:59 PM	12/02/2026	9:00 AM	11/30/2026	5:00 PM	12/11/2026
26	11/30/2026	12/13/2026	12/14/2026	11:59 PM	12/15/2026	11:59 PM	12/16/2026	9:00 AM	12/14/2026	5:00 PM	12/23/2026

*Due to the holidays identified above, supervisors must approve time immediately during these critical dates to ensure timely pay to the employee.

As of: 01/2/2026