North Carolina A&T State University

2026 Banner Payroll Calendar
Monthly Paid Employees

Important: **Employees** must enter leave taken **no later** than the Leave Report Due Date and Cut-Off Time.
Supervisors must approve leave reports **no later** than the Leave Report Cut-Off Time on the Due Date.

PAY #	MONTH	PAY PERIOD START DATE	PAY PERIOD END DATE	FINAL RECEIPT OF PAY AUTHORIZATIONS FOR PAY PERIOD	EMPLOYEE LEAVE REPORT DUE DATE	SUPERVISORS LEAVE APPROVAL DUE DATE	CUT-OFF TIME FOR EMPLOYEES & SUPERVISORS	PAY DATE
1	JAN	01/01/26	01/31/26	01/12/26	02/01/26	02/02/26	11:59 PM	01/30/26
2	FEB	02/01/26	02/28/26	02/10/26	03/01/26	03/02/26	11:59 PM	02/27/26
3	MAR	03/01/26	03/31/26	03/10/26	04/01/26	04/02/26	11:59 PM	03/31/26
4	APR	04/01/26	04/30/26	04/10/26	05/01/26	05/04/26	11:59 PM	04/30/26
5	MAY	05/01/26	05/31/26	05/11/26	06/01/26	06/02/26	11:59 PM	05/29/26
6	JUN	06/01/26	06/30/26	06/10/26	07/01/26	07/02/26	11:59 PM	06/30/26
7	JUL	07/01/26	07/31/26	07/10/26	08/01/26	08/03/26	11:59 PM	07/31/26
8	AUG	08/01/26	08/31/26	08/10/26	09/01/26	09/02/26	11:59 PM	08/31/26
9	SEP	09/01/26	09/30/26	09/10/26	10/01/26	10/02/26	11:59 PM	09/30/26
10	OCT	10/01/26	10/31/26	10/12/26	11/01/26	11/02/26	11:59 PM	10/30/26
11	NOV	11/01/26	11/30/26	11/10/26	12/01/26	12/02/26	11:59 PM	11/30/26
12	DEC	12/01/26	12/31/26	12/01/26	01/05/27*	01/06/27*	11:59 PM	12/22/26

*Due to the holidays, supervisors must approve time immediately during these critical dates to ensure timely pay of employees.

2026 Scheduled Orientation Dates for Month-End Employees

(Attendance not applicable for all employment classifications)

Departments should review the established orientation schedule and final pay authorization receipt deadline to ensure month-end pay for the employee. Late paperwork will cause the employee to miss the current month's pay date. **** Employees will receive their first paycheck the following month.***

PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE	PAY #	MONTH	FIRST SESSION	SECOND SESSION	PAY DATE
1	JAN	01/05/26	01/21/26*	01/30/26	7	JUL	07/06/26	07/20/26*	07/31/26
2	FEB	02/02/26	02/16/26*	02/27/26	8	AUG	08/03/26	08/17/26*	08/31/26
3	MAR	03/02/26	03/16/26*	03/31/26	9	SEP	09/09/26	09/21/26*	09/30/26
4	APR	04/06/26	04/20/26*	04/30/26	10	OCT	10/05/26	10/19/26*	10/30/26
5	MAY	05/04/26	05/18/26*	05/29/26	11	NOV	11/02/26	11/16/26*	11/30/26
6	JUN	06/01/26	06/15/26*	06/30/26	12	DEC	11/30/26	N/A	12/21/26