North Carolina A&T State University

2026 Banner Payroll Calendar
SHRA Non-Exempt Employees

Important: Employees must enter time **no later** than the Employee Submit Deadline by 11:59 p.m. Supervisors must approve time **by 11:59 p.m. on the Supervisor Submit Deadline**.

		Calendar Days Covered		Employees	Supervisors	View Balance on	Vacation and Sick	Comp Accrual &	
Leave Period	Payroll Month	From	To	Submit Deadline	Approve Deadline	Self-Service (SSB)	Accrual Thru	Leave Taken Thru	Pay Date
SB 26	MN01	12/01/2025	12/14/2025	12/15/2025	12/16/2025	January	January	January 11	01/30/2026
SB 01	MN01	12/15/2025	12/28/2025	12/29/2025*	12/30/2025*	January	January	January 11	01/30/2026
SB 02	MN01	12/29/2025	01/11/2026	01/12/2025	01/13/2026	January	January	January 11	01/30/2026
SB 03	MN02	01/12/2026	01/25/2026	01/26/2026	01/27/2026	February	February	February 8	02/27/2026
SB 04	MN02	01/26/2026	02/08/2026	02/09/2026	02/10/2026	February	February	February 8	02/27/2026
SB 05	MN03	02/09/2026	02/22/2026	02/23/2026	02/24/2026	March	March	March 8	03/31/2026
SB 06	MN03	02/23/2026	03/08/2026	03/09/2026	03/10/2026	March	March	March 8	03/31/2026
SB 07	MN04	03/09/2026	03/22/2026	03/23/2026	03/24/2026	April	April	April 5	04/30/2026
SB 08	MN04	03/23/2026	04/05/2026	04/06/2026	04/07/2026	April	April	April 5	04/30/2026
SB 09	MN05	04/06/2026	04/19/2026	04/20/2026	04/21/2026	May	May	May 3	05/29/2026
SB 10	MN05	04/20/2026	05/03/2026	05/04/2026	05/05/2026	May	May	May 3	05/29/2026
SB 11	MN06	05/04/2026	05/17/2026	05/18/2026	05/19/2026	June	June	May 31	06/30/2026
SB 12	MN06	05/18/2026	05/31/2026	06/01/2026	06/02/2026	June	June	May 31	06/30/2026
SB 13	MN07	06/01/2026	06/14/2026	06/15/2026	06/16/2026	July	July	July 12	07/31/2026
SB 14	MN07	06/15/2026	06/28/2026	06/29/2026	06/30/2026	July	July	July 12	07/31/2026
SB 15	MN07	06/29/2026	07/12/2026	07/13/2026	07/14/2026	July	July	July 12	07/31/2026
SB 16	MN08	07/13/2026	07/26/2026	07/27/2026	07/28/2026	August	August	August 9	08/31/2026
SB 17	MN08	07/27/2026	08/09/2026	08/10/2026	08/11/2026	August	August	August 9	08/31/2026
SB 18	MN09	08/10/2026	08/23/2026	08/24/2026	08/25/2026	September	September	September 6	09/30/2026
SB 19	MN09	08/24/2026	09/06/2026	09/08/2026	09/09/2026	September	September	September 6	09/30/2026
SB 20	MN10	09/07/2026	09/20/2026	09/21/2026	09/22/2026	October	October	October 4	10/30/2026
SB 21	MN10	09/21/2026	10/04/2026	10/05/2026	10/06/2026	October	October	October 4	10/30/2026
SB 22	MN11	10/05/2026	10/18/2026	10/19/2026	10/20/2026	November	November	November 1	11/30/2026
SB 23	MN11	10/19/2026	11/01/2026	11/02/2026	11/03/2026	November	November	November 1	11/30/2026
SB 24	MN12	11/02/2026	11/15/2026	11/16/2026	11/17/2026	December	December	November 29	12/23/2026
SB 25	MN12	11/16/2026	11/29/2026	11/30/2026	12/01/2026	December	December	November 29	12/23/2026
SB 26	MN 01	11/30/2026	12/13/2026	12/14/2026	12/15/2026	January	January	December 27	01/29/2027
SB 01	MN01	12/14/2026	12/27/2026	12/28/2026	12/29/2026	January	January	December 27	01/29/2027

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