



## DIVISION OF ADMINISTRATION & FINANCE

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[bowiestate.edu](http://bowiestate.edu)

### CONTRACTUAL PAY SCHEDULE

#### FISCAL YEAR 2026

Payroll #	Start Date of Pay Period	Pay Period Ending	Bi-Weekly Pay Date	Due Date for Time/Absence Entry	Due Date for Time/Absence Approval
01	06/18/2025	7/1/2025*	07/09/2025	06/30/25 by 10:00am	06/30/25 by 1:00pm
02	07/02/2025	07/15/2025	07/23/2025	10:00am on PPE Date	1:00pm on PPE Date
03	07/16/2025	07/29/2025	08/06/2025	10:00am on PPE Date	1:00pm on PPE Date
04	07/30/2025	08/12/2025	08/20/2025	10:00am on PPE Date	1:00pm on PPE Date
05	08/13/2025	8/26/2025*	09/03/2025	08/25/25 by 10:00am	08/25/25 by 1:00pm
06	08/27/2025	09/09/2025	09/17/2025	10:00am on PPE Date	1:00pm on PPE Date
07	09/10/2025	09/23/2025	10/01/2025	10:00am on PPE Date	1:00pm on PPE Date
08	09/24/2025	10/7/2025*	10/15/2025	10/06/25 by 10:00am	10/06/25 by 1:00pm
09	10/08/2025	10/21/2025	10/29/2025	10:00am on PPE Date	1:00pm on PPE Date
10	10/22/2025	11/4/2025*	11/12/2025	11/03/25 by 10:00 am	11/03/25 by 1:00pm
11	11/05/2025	11/18/2025	11/26/2025	10:00am on PPE Date	1:00pm on PPE Date
12	11/19/2025	12/02/2025	12/10/2025	10:00am on PPE Date	1:00pm on PPE Date
13	12/03/2025	12/16/2025	12/24/2025	12/15/25 by 10:00am	12/15/25 by 1:00pm
14	12/17/2025	12/30/2025	01/07/2026	10:00am on PPE Date	1:00pm on PPE Date
15	12/31/2025	1/13/2026*	01/21/2026	1/12/26 by 10:00am	01/12/26 by 1:00pm
16	01/14/2026	01/27/2026	02/04/2026	10:00am on PPE Date	1:00pm on PPE Date
17	01/28/2026	2/10/2026*	02/18/2026	02/09/26 by 10:00am	02/09/26 by 1:00pm
18	02/11/2026	02/24/2026	03/04/2026	10:00am on PPE Date	1:00pm on PPE Date
19	02/25/2026	03/10/2026	03/18/2026	10:00am on PPE Date	1:00pm on PPE Date
20	03/11/2026	03/24/2026	04/01/2026	10:00am on PPE Date	1:00pm on PPE Date
21	03/25/2026	04/07/2026	04/15/2026	10:00am on PPE Date	1:00pm on PPE Date
22	04/08/2026	04/21/2026	04/29/2026	10:00am on PPE Date	1:00pm on PPE Date
23	04/22/2026	05/05/2026	05/13/2026	10:00am on PPE Date	1:00pm on PPE Date
24	05/06/2026	5/19/2026*	05/27/2026	05/19/26 by 10:00am	05/19/26 by 1:00pm
25	05/20/2026	06/02/2026	06/10/2026	10:00am on PPE Date	1:00pm on PPE Date
26	06/03/2026	6/16/2026*	06/24/2026	06/15/26 by 10:00am	06/15/26 by 1:00pm

Employees must submit their web time/absence entries in Workday by 10:00 am on the Pay Period End Date.

Approvers must approve all time and absence by 1:00 pm on the Pay Period Ending Date.

Timecards that are not submitted and approved by the due dates may result in delayed payment.

*\*Timecards are due one day early due to the Holiday/Early Closed at the Request of Central Payroll*

*If you have any questions, please get in touch with Payroll @ [payroll@bowiestate.edu](mailto:payroll@bowiestate.edu)*