



## DIVISION OF ADMINISTRATION & FINANCE

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

### REGULAR PAY SCHEDULE

#### FISCAL YEAR 2026

Pay #	Pay Period Start Date	Pay Period End Date	Pay Date	Due Date for Time/Absence Entry	Due Date for Time/Absence Approval
1	06/11/2025	06/24/2025	07/02/2025	10:00am on PPE Date	1:00pm on PPE Date
2	06/25/2025	07/08/2025	07/16/2025	10:00am on PPE Date	1:00pm on PPE Date
3	07/09/2025	07/22/2025	07/30/2025	10:00am on PPE Date	1:00pm on PPE Date
4	07/23/2025	8/05/2025#	08/13/2025	10:00am on PPE Date	1:00pm on PPE Date
5	08/06/2025	08/19/2025	08/27/2025	10:00am on PPE Date	1:00pm on PPE Date
6	08/20/2025	09/02/2025	09/10/2025	10:00am on PPE Date	1:00pm on PPE Date
7	09/03/2025	09/16/2025	09/24/2025	10:00am on PPE Date	1:00pm on PPE Date
8	09/17/2025	09/30/2025	10/08/2025	10:00am on PPE Date	1:00pm on PPE Date
9	10/01/2025	10/14/2025	10/22/2025	10:00am on PPE Date	1:00pm on PPE Date
10	10/15/2025	10/28/2025	11/05/2025	10:00am on PPE Date	1:00pm on PPE Date
11	10/29/2025	11/11/2025	11/19/2025	10:00am on PPE Date	1:00pm on PPE Date
12	11/12/2025	11/25/2025 *	12/03/2025	11/24/25 by 10:00am	1:00pm on PPE Date
13	11/26/2025	12/09/2025	12/17/2025	10:00am on PPE Date	1:00pm on PPE Date
14	12/10/2025	12/23/2025*	12/31/2025	12/19/25 by 10:00am	1:00pm on PPE Date
15	12/24/2025	01/06/2026	01/14/2026	10:00am on PPE Date	1:00pm on PPE Date
16	01/07/2026	01/20/2026	01/28/2026	10:00am on PPE Date	1:00pm on PPE Date
17	01/21/2026	02/03/2026	02/11/2026	10:00am on PPE Date	1:00pm on PPE Date
18	02/04/2026	02/17/2026	02/25/2026	10:00am on PPE Date	1:00pm on PPE Date
19	02/18/2026	03/03/2026	03/11/2026	10:00am on PPE Date	1:00pm on PPE Date
20	03/04/2026	03/17/2026	03/25/2026	10:00am on PPE Date	1:00pm on PPE Date
21	03/18/2026	03/31/2026	04/08/2026	10:00am on PPE Date	1:00pm on PPE Date
22	04/01/2026	04/14/2026	04/22/2026	10:00am on PPE Date	1:00pm on PPE Date
23	04/15/2026	04/28/2026	05/06/2026	10:00am on PPE Date	1:00pm on PPE Date
24	04/29/2026	05/12/2026	05/20/2026	10:00am on PPE Date	1:00pm on PPE Date
25	05/13/2026	05/26/2026	06/03/2026	10:00am on PPE Date	1:00pm on PPE Date
26	05/27/2026	06/09/2026	06/17/2026	10:00am on PPE Date	1:00pm on PPE Date

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  
# Health Deductions are not taken for Biweekly Employees*

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