

Summer 2026 Payroll Schedule

All Full [Time](#) Faculty and Adjunct Faculty teaching during the Summer 2026 Sessions are paid for actual hours worked each month.

Paycheck Distribution:

Paychecks are available for pick-up in the Payroll Office after 8:00 am on payday.

Paychecks that are not picked up will be mailed the next business day at 12:30 pm. You may contact the Payroll Office if you wish to have your check held for pick-up after 12:30 pm.

Direct Deposit advices are available online.

Direct Deposit

If you previously had Direct Deposit, **but you did not work during the Spring 2026**

Semester, you must resubmit your account information to the Payroll Office in order to have your direct deposit reactivated. If you worked during the Spring 2026 semester, your Direct Deposit will automatically continue.

Who Must Submit a Timesheet?

- Adjunct Counselors and Librarians are required to turn in a timesheet.
- Any instructor whose assignment is not tied to a section number.
- Any assigned **class section that was cancelled** 2 weeks or less prior, or after it began.
- **All Substitute** Full Time Faculty and Adjunct Faculty **MUST** turn in a timesheet for Sub hours. All timesheets must include the name of the absent instructor and class section number.
- Any additional Faculty who are required to submit a timesheet will be notified by the Division Dean.

Timesheets:

Full Time Faculty and Adjunct Faculty who are assigned to a class section **WILL NOT** need to submit a timesheet.

All timesheets submitted to Payroll **MUST** be signed by your Division Dean and include a valid budget account number **before** they are submitted to the Payroll Office *or payment may be delayed until the next payroll cycle.*

The pay period and pay dates are as follows for the Summer 2026 sessions:

Pay Period	Pay Date		If you are required to turn in a timesheet (Substituting, Class Cancellation, etc.)	Timesheet Due In Payroll Office No later than:	
6/01/26- 6/30/26	Fri	07/02/2026	For all hours worked in June	Wed	06/24/2026
7/01/26- 7/31/26	Wed	08/05/2026	For all hours worked in July	Fri	07/24/2026
8/01/26 - 8/31/26	Fri	09/04/2026	For all hours worked in August	Tue	08/25/2026

If you have any questions regarding the Summer Payroll Schedule, please contact me at Ext. 3018.

Thank you.

Lisa Brua