

FY26 Graduate Assistantship Payroll Schedule

Month	*Payroll Deadline	Pay Date
Jul-25	Friday, July 11, 2025	Friday, July 18, 2025
Aug-25	Monday, August 11, 2025	Wednesday, August 20, 2025
Sep-25	Thursday, September 11, 2025	Friday, September 19, 2025
Oct-25	Saturday, October 11, 2025	Monday, October 20, 2025
Nov-25	Tuesday, November 11, 2025	Thursday, November 20, 2025
Dec-25	Thursday, December 11, 2025	Friday, December 19, 2025
Jan-26	Sunday, January 11, 2026	Tuesday, January 20, 2026
Feb-26	Wednesday, February 11, 2026	Friday, February 20, 2026
Mar-26	Wednesday, March 11, 2026	Friday, March 20, 2026
Apr-26	Saturday, April 11, 2026	Monday, April 20, 2026
May-26	Monday, May 11, 2026	Wednesday, May 20, 2026
Jun-26	Thursday, June 11, 2026	Friday, June 19, 2026

* Important Note About Payroll Deadlines:

Each month, Payroll will stop processing on the 11th to run payroll. Departments must ensure that graduate assistantships are entered into their spreadsheets by this date.

If the deadline is missed, the student will receive two payments the following month. For example, if a student is being paid **\$2,500 over 4 months (\$625/month)** and their assistantship is entered on the spreadsheet on **September 14**, they will receive both the **September and October payments (\$1,250)** in October.

Student Employment can work with Payroll to request an off-cycle payment, but please note that these are not processed until the first week of the following month (e.g., October 1 for a missed September payment). **We aim to keep off-cycle payments to a minimum** to ensure students are paid on time, maintain clean audit records, and reduce administrative strain on Payroll and Student Employment.

Timely submission is critical to ensure students are paid as scheduled.