

EASTERN KENTUCKY UNIVERSITY 2025-2026 PAYROLL CALENDAR

JULY 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

			1	2	3	H BW	4	5
6	**	7	8	9	10	11	12	
13	14	SM	15	16	17	BW	18	19
20	X	21	22	23	•	24	25	26
27	28	29	30	SM	31			

Note: Due to year-end closing deadlines, web-time entry reporting for work completed 06.22.25 to 07.05.25 is due; submitted and approved by 10pm 07.07.25

AUGUST 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

						BW	1	2
3	X	4	5	6	•	7	8	9
10	11	12	13	14	•	★ BW SM	15	16
17	X	18	19	20	•	21	22	23
24	25	26	27	28	•	BW SM	29	30
31								

SEPTEMBER 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

	H X	1	2	3	•	4	5	6
7	8	9	10	11	•	BW	12	13
14	X SM	15	16	17	•	18	19	20
21	22	23	24	25	•	BW	26	27
28	X	29	SM	30				

OCTOBER 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

				1	•	2	3	4
5	EKU	EKU	7	8	9	BW	10	11
12	X	13	14	SM	15	•	16	17
19	20	21	22	23	•	BW	24	25
26	X	27	28	29	•	30	SM	31

NOVEMBER 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

								1
2	3	4	5	6	•	BW	7	8
9	X	10	11	12	•	13	SM	14
16	17	18	19	•	EKU	20	BW	21
23	X	24	•	25	•	26	H	27
30							SM	H

NOTE: Timesheet for work completed 11.09.25 to 11.22.25; needs to have submitted and approved Tuesday, 11.25.25 by 10PM as a result of the upcoming Thanksgiving holiday.

DECEMBER 2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

		1	2	3	4	BW	5	6
7	X	8	9	10	•	11	12	13
14	SM	15	16	17	•	18	EKU BW	19
21	X	22	23	H	•	24	H	25
28	H	29	H	30	SM	31	H	

NOTE: Timesheets for 12.07.25 to 12.20.25 is requested submitted and approved prior to leaving for winter break. If not completed before this time, then regularly scheduled times will remain in place. The ability to enter time will not be extended because we must process another payroll immediately upon return to work. Any missing time for this period will be added to the next payroll.

CALENDAR KEY

- BW:** Bi-Weekly Pay Dates (Check Distribution) Non-Exempt Employees; 26 total
 - Students are paid with Bi-Weekly
- SM:** Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees; 24 total
 - Faculty are paid with Semi-Monthly (20 total academic year payrolls and 4 summer payrolls)

- : End of Bi-Weekly Pay Period indicated by block around the date
- X** : BW/ST timesheets are due by 10PM (recall to choose save AND submit)
- X** : Supervisor approval due by 10PM
- H** : This is an EKU Holiday and should be reported as HOL on timesheet
- E** This is an EKU day as granted by the President. Report as EKU on timesheet.
- ★** Faculty pay dates for academic year; beginning and end.

- **** : Timesheet submission and/or approval is requested by this date to accommodate payroll deadlines as the result of a holiday or accounting deadline. Reference the calendar Note: on the month where the double stars appear for more details

First scheduled pay for Part-time Faculty and Graduate Assistant:
 These dates are assuming all required paperwork has been received by Human Resources by the cutoff dates:

— August 31, 2025
 — January 31, 2026

EASTERN KENTUCKY UNIVERSITY 2025-2026 PAYROLL CALENDAR

JANUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				H	1 EKU	2
					BW	3
4	X	5	6	7 •	8	9
						10
11		12	13	14 SM	15 BW	16
						17
18	X H	19	20	21 •	22	23
						24
25	26	27	28	29 SM	30 BW	31

FEBRUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	X	2	3	4 •	5	6
						7
8	9	10	11	12	BW SM	13
						14
15	X	16	17	18 •	19	20
						21
22	23	24	25	26 BW	27 SM	28
						29

MARCH 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	X	2	3 •	4	5	6
	EKU	EKU	EKU	EKU	EKU	7
8	9	10	11	12	BW SM	13
						14
15	X	16	17	18 •	19	20
						21
22	23	24	25	26 BW	27	28
						29
29	X	30 SM	31			

Note: Timesheets for work completed 02.15.26 to 02.28.26 due, submitted and approved by 03.04.26, prior to Spring Break.

APRIL 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 •	2	3	4
						5
5	6	7	8	9	BW	10
						11
12	X	13	14 SM	15 •	16	17
						18
19	20	21	22	23	BW	24
						25
26	X	27	28	29 •	30 SM	

MAY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
						3
3	4	5	6	7	BW	8
						9
10	X	11	12	13 •	14 SM	15
						16
17	18	19	20	21	BW	22
						23
24	X H	25	26	27 •	28 SM	29
						30
31						

JUNE 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	BW	5
						6
7	X	8	9	10 •	11	12
						13
14	SM	15	16	17	18	BW H
						19
20	21	22	23	24 •	25	26
						27
28	29	SM	30			

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 — January 31, 2026