

GRAMBLING STATE UNIVERSITY
2026 BIWEEKLY PAYROLL SCHEDULE

Web Timesheet Due Dates are Tentative

		PAY PERIOD					
PAYROLL ID	PAYROLL NUMBER	START DATE	ENDING DATE	PAF Deadline to Payroll	WEB TIMESHEET DUE DATE	PAYDATE	Notes
BIWEEKLY	1	12/20/2025	1/2/2026	12/19/2025	1/5/2026	1/9/2026	
BIWEEKLY	2	1/3/2026	1/16/2026	1/14/2026	1/20/2026	1/23/2026	<i>Due by Noon for submission and approval due to Martin Luther King Day</i>
BIWEEKLY	3	1/17/2026	1/30/2026	1/28/2026	2/2/2026	2/6/2026	
BIWEEKLY	4	1/31/2026	2/13/2026	2/11/2026	2/11/2026	2/20/2026	<i>Due by Noon for submission and approval due to Mardi Gras</i>
BIWEEKLY	5	2/14/2026	2/27/2026	2/25/2026	3/2/2026	3/6/2026	
BIWEEKLY	6	2/28/2026	3/13/2026	3/11/2026	3/16/2026	3/20/2026	
BIWEEKLY	7	3/14/2026	3/27/2026	3/25/2026	3/30/2026	4/2/2026	<i>Due by Noon for submission and approval due to Easter Break</i>
BIWEEKLY	8	3/28/2026	4/10/2026	4/8/2026	4/13/2026	4/17/2026	
BIWEEKLY	9	4/11/2026	4/24/2026	4/22/2026	4/27/2026	5/1/2026	
BIWEEKLY	10	4/25/2026	5/8/2026	5/6/2026	5/11/2026	5/15/2026	
BIWEEKLY	11	5/9/2026	5/22/2026	5/20/2026	5/26/2026	5/29/2026	<i>Due by Noon for submission and approval due to Memorial Day</i>
BIWEEKLY	12	5/23/2026	6/5/2026	6/3/2026	6/8/2026	6/12/2026	
BIWEEKLY	13	6/6/2026	6/19/2026	6/17/2026	6/22/2026	6/26/2026	
BIWEEKLY	14	6/20/2026	7/3/2026	7/1/2026	7/6/2026	7/10/2026	
BIWEEKLY	15	7/4/2026	7/17/2026	7/15/2026	7/20/2026	7/24/2026	
BIWEEKLY	16	7/18/2026	7/31/2026	7/29/2026	8/3/2026	8/7/2026	
BIWEEKLY	17	8/1/2026	8/14/2026	8/12/2026	8/17/2026	8/21/2026	
BIWEEKLY	18	8/15/2026	8/28/2026	8/26/2026	8/31/2026	9/4/2026	
BIWEEKLY	19	8/29/2026	9/11/2026	9/9/2026	9/14/2026	9/18/2026	
BIWEEKLY	20	9/12/2026	9/25/2026	9/23/2026	9/28/2026	10/2/2026	
BIWEEKLY	21	9/26/2026	10/9/2026	10/7/2026	10/12/2026	10/16/2026	
BIWEEKLY	22	10/10/2026	10/23/2026	10/21/2026	10/26/2026	10/30/2026	
BIWEEKLY	23	10/24/2026	11/6/2026	11/4/2026	11/9/2026	11/13/2026	
BIWEEKLY	24	11/7/2026	11/20/2026	11/18/2026	11/18/2026	11/24/2026	<i>Due by Noon for submission and approval due to Thanksgiving</i>
BIWEEKLY	25	11/21/2026	12/4/2026	12/2/2026	12/7/2026	12/11/2026	<i>Due by Noon for submission and approval due to Winter break</i>
BIWEEKLY	26	12/5/2026	12/18/2026	12/16/2026	12/7/2026	12/23/2026	<i>Due by Noon for submission and approval due to Winter break</i>

PAFs must be sent to Payroll by Payroll PAF Deadline

Timesheets must be submitted by Noon on the Web Timesheet Due Date

Supervisors must approve timesheets by 5pm on the Web Timesheet Due Date

All Leave from Duty Forms and Deductions must be submitted by 5pm on the Web Timesheet Due Date

Dates in blue are due by Noon for submission and approval

GRAMBLING STATE UNIVERSITY
2026 STUDENT PAYROLL SCHEDULE

Web Timesheet Due Dates are Tentative

		PAY PERIOD		PAF Deadline to Payroll	WEB TIMESHEET DUE DATE	PAYDATE	Notes
PAYROLL ID	PAYROLL NUMBER	START DATE	ENDING DATE				
STUDENT	1	12/13/2025	12/26/2025	12/10/2025	12/17/2025	1/2/2026	<i>Due by Noon for submission and approval due to Winter break</i>
STUDENT	2	12/27/2025	1/9/2026	1/7/2026	1/12/2026	1/16/2026	
STUDENT	3	1/10/2026	1/23/2026	1/21/2026	1/26/2026	1/30/2026	
STUDENT	4	1/24/2026	2/6/2026	2/4/2026	2/9/2026	2/13/2026	
STUDENT	5	2/7/2026	2/20/2026	2/18/2026	2/23/2026	2/27/2026	
STUDENT	6	2/21/2026	3/6/2026	3/4/2026	3/9/2026	3/13/2026	
STUDENT	7	3/7/2026	3/20/2026	3/18/2026	3/23/2026	3/27/2026	
STUDENT	8	3/21/2026	4/3/2026	4/1/2026	4/7/2026	4/10/2026	<i>Due by Noon for submission and approval due to Easter break</i>
STUDENT	9	4/4/2026	4/17/2026	4/15/2026	4/20/2026	4/24/2026	
STUDENT	10	4/18/2026	5/1/2026	4/29/2026	5/4/2026	5/8/2026	
STUDENT	11	5/2/2026	5/15/2026	5/13/2026	5/18/2026	5/22/2026	
STUDENT	12	5/16/2026	5/29/2026	5/27/2026	6/1/2026	6/5/2026	
STUDENT	13	5/30/2026	6/12/2026	6/10/2026	6/15/2026	6/18/2026	<i>Due by Noon for submission and approval due to Juneteenth</i>
STUDENT	14	6/13/2026	6/26/2026	6/24/2026	6/29/2026	7/2/2026	<i>Due by Noon for submission and approval due to Independence Day</i>
STUDENT	15	6/27/2026	7/10/2026	7/8/2026	7/13/2026	7/17/2026	
STUDENT	16	7/11/2026	7/24/2026	7/22/2026	7/27/2026	7/31/2026	
STUDENT	17	7/25/2026	8/7/2026	8/5/2026	8/10/2026	8/14/2026	
STUDENT	18	8/8/2026	8/21/2026	8/19/2026	8/24/2026	8/28/2026	
STUDENT	19	8/22/2026	9/4/2026	9/2/2026	9/8/2026	9/11/2026	<i>Due by Noon for submission and approval due to Labor Day</i>
STUDENT	20	9/5/2026	9/18/2026	9/16/2026	9/21/2026	9/25/2026	
STUDENT	21	9/19/2026	10/2/2026	9/30/2026	10/5/2026	10/9/2026	
STUDENT	22	10/3/2026	10/16/2026	10/14/2026	10/19/2026	10/23/2026	
STUDENT	23	10/17/2026	10/30/2026	10/28/2026	11/2/2026	11/6/2026	
STUDENT	24	10/31/2026	11/13/2026	11/11/2026	11/16/2026	11/20/2026	
STUDENT	25	11/14/2026	11/27/2026	11/25/2026	11/30/2026	12/4/2026	
STUDENT	26	11/28/2026	12/11/2026	12/9/2026	12/14/2026	12/18/2026	

PAFs must be sent to Payroll by Payroll PAF Deadline

Timesheets must be submitted by Noon on the Web Timesheet Due Date

Supervisors must approve timesheets by 5pm on the Web Timesheet Due Date

Dates in blue are due by Noon for submission and approval

GRAMBLING STATE UNIVERSITY
2026 MONTHLY PAYROLL SCHEDULE

Web Timesheet Due Dates are Tentative

		PAY PERIOD		PAF Deadline to Payroll	WEB TIMESHEET DUE DATE	PAYDATE	Notes
PAYROLL ID	PAYROLL NUMBER	START DATE	ENDING DATE				
MONTHLY	1	1/1/2026	1/31/2026	1/13/2026	1/15/2026	1/30/2026	
MONTHLY	2	2/1/2026	2/28/2026	2/9/2026	2/12/2026	2/27/2026	<i>Due by Noon for submission and approval due to Mardi Gras</i>
MONTHLY	3	3/1/2026	3/31/2026	3/16/2026	3/18/2026	3/31/2026	
MONTHLY	4	4/1/2026	4/30/2026	4/13/2026	4/15/2026	4/30/2026	
MONTHLY	5	5/1/2026	5/31/2026	5/13/2026	5/15/2026	5/29/2026	
MONTHLY	6	6/1/2026	6/30/2026	6/15/2026	6/17/2026	6/30/2026	
MONTHLY	7	7/1/2026	7/31/2026	7/13/2026	7/15/2026	7/31/2026	
MONTHLY	8	8/1/2026	8/31/2026	8/17/2026	8/19/2026	8/31/2026	
MONTHLY	9	9/1/2026	9/30/2026	9/14/2026	9/16/2026	9/30/2026	
MONTHLY	10	10/1/2026	10/31/2026	10/18/2026	10/20/2026	10/30/2026	
MONTHLY	11	11/1/2026	11/30/2026	11/9/2026	11/11/2026	11/30/2026	<i>Due by Noon for submission and approval due to Thanksgiving</i>
MONTHLY	12	12/1/2026	12/31/2026	11/29/2026	12/1/2026	12/18/2026	<i>Due by Noon for submission and approval due to Winter break</i>

PAFs must be sent to Payroll by Payroll PAF Deadline

Timesheets must be submitted by Noon on the Web Timesheet Due Date

Supervisors must approve timesheets by 5pm on the Web Timesheet Due Date

All Leave from Duty Forms and Deductions must be submitted by 5pm on the Web Timesheet Due Date

Dates in blue are due by Noon for submission and approval

GRAMBLING STATE UNIVERSITY
2026 PAYROLL SCHEDULE FOR ALL EMPLOYEES

Web Timesheet Due Dates are Tentative

		PAY PERIOD						
PAYROLL ID	PAYROLL NUMBER	START DATE	ENDING DATE	PAF Deadline to Payroll	WEB TIMESHEET DUE DATE	PAYDATE	Notes	
STUDENT	1	12/13/2025	12/26/2025	12/10/2025	12/17/2025	1/2/2026	<i>Due by Noon for submission and approval due to Winter break</i>	
BIWEEKLY	1	12/20/2025	1/2/2026	12/19/2025	1/5/2026	1/9/2026		
STUDENT	2	12/27/2025	1/9/2026	1/7/2026	1/12/2026	1/16/2026		
BIWEEKLY	2	1/3/2026	1/16/2026	1/14/2026	1/20/2026	1/23/2026	<i>Due by Noon for submission and approval due to Martin Luther King Day</i>	
STUDENT	3	1/10/2026	1/23/2026	1/21/2026	1/26/2026	1/30/2026		
MONTHLY	1	1/1/2026	1/31/2026	1/13/2026	1/15/2026	1/30/2026		
BIWEEKLY	3	1/17/2026	1/30/2026	1/28/2026	2/2/2026	2/6/2026		
STUDENT	4	1/24/2026	2/6/2026	2/4/2026	2/9/2026	2/13/2026		
BIWEEKLY	4	1/31/2026	2/13/2026	2/11/2026	2/11/2026	2/20/2026	<i>Due by Noon for submission and approval due to Mardi Gras</i>	
STUDENT	5	2/7/2026	2/20/2026	2/18/2026	2/23/2026	2/27/2026		
MONTHLY	2	2/1/2026	2/28/2026	2/9/2026	2/12/2026	2/27/2026	<i>Due by Noon for submission and approval due to Mardi Gras</i>	
BIWEEKLY	5	2/14/2026	2/27/2026	2/25/2026	3/2/2026	3/6/2026		
STUDENT	6	2/21/2026	3/6/2026	3/4/2026	3/9/2026	3/13/2026		
BIWEEKLY	6	2/28/2026	3/13/2026	3/11/2026	3/16/2026	3/20/2026		
STUDENT	7	3/7/2026	3/20/2026	3/18/2026	3/23/2026	3/27/2026		
MONTHLY	3	3/1/2026	3/31/2026	3/16/2026	3/18/2026	3/31/2026		
BIWEEKLY	7	3/14/2026	3/27/2026	3/25/2026	3/30/2026	4/2/2026	<i>Due by Noon for submission and approval due to Easter Break</i>	
STUDENT	8	3/21/2026	4/3/2026	4/1/2026	4/7/2026	4/10/2026	<i>Due by Noon for submission and approval due to Easter break</i>	
BIWEEKLY	8	3/28/2026	4/10/2026	4/8/2026	4/13/2026	4/17/2026		
STUDENT	9	4/4/2026	4/17/2026	4/15/2026	4/20/2026	4/24/2026		
MONTHLY	4	4/1/2026	4/30/2026	4/13/2026	4/15/2026	4/30/2026		
BIWEEKLY	9	4/11/2026	4/24/2026	4/22/2026	4/27/2026	5/1/2026		
STUDENT	10	4/18/2026	5/1/2026	4/29/2026	5/4/2026	5/8/2026		
BIWEEKLY	10	4/25/2026	5/8/2026	5/6/2026	5/11/2026	5/15/2026		
STUDENT	11	5/2/2026	5/15/2026	5/13/2026	5/18/2026	5/22/2026		
BIWEEKLY	11	5/9/2026	5/22/2026	5/20/2026	5/26/2026	5/29/2026	<i>Due by Noon for submission and approval due to Memorial Day</i>	
MONTHLY	5	5/1/2026	5/31/2026	5/13/2026	5/15/2026	5/29/2026		
STUDENT	12	5/16/2026	5/29/2026	5/27/2026	6/1/2026	6/5/2026		
BIWEEKLY	12	5/23/2026	6/5/2026	6/3/2026	6/8/2026	6/12/2026		
STUDENT	13	5/30/2026	6/12/2026	6/10/2026	6/15/2026	6/18/2026	<i>Due by Noon for submission and approval due to Juneteenth</i>	
BIWEEKLY	13	6/6/2026	6/19/2026	6/17/2026	6/22/2026	6/26/2026		

GRAMBLING STATE UNIVERSITY
2026 PAYROLL SCHEDULE FOR ALL EMPLOYEES

Web Timesheet Due Dates are Tentative

		PAY PERIOD						
PAYROLL ID	PAYROLL NUMBER	START DATE	ENDING DATE	PAF Deadline to Payroll	WEB TIMESHEET DUE DATE	PAYDATE	Notes	
MONTHLY	6	6/1/2026	6/30/2026	6/15/2026	6/17/2026	6/30/2026		
STUDENT	14	6/13/2026	6/26/2026	6/24/2026	6/29/2026	7/2/2026	<i>Due by Noon for submission and approval due to Independence Day</i>	
BIWEEKLY	14	6/20/2026	7/3/2026	7/1/2026	7/6/2026	7/10/2026		
STUDENT	15	6/27/2026	7/10/2026	7/8/2026	7/13/2026	7/17/2026		
BIWEEKLY	15	7/4/2026	7/17/2026	7/15/2026	7/20/2026	7/24/2026		
MONTHLY	7	7/1/2026	7/31/2026	7/13/2026	7/15/2026	7/31/2026		
STUDENT	16	7/11/2026	7/24/2026	7/22/2026	7/27/2026	7/31/2026		
BIWEEKLY	16	7/18/2026	7/31/2026	7/29/2026	8/3/2026	8/7/2026		
STUDENT	17	7/25/2026	8/7/2026	8/5/2026	8/10/2026	8/14/2026		
BIWEEKLY	17	8/1/2026	8/14/2026	8/12/2026	8/17/2026	8/21/2026		
STUDENT	18	8/8/2026	8/21/2026	8/19/2026	8/24/2026	8/28/2026		
MONTHLY	8	8/1/2026	8/31/2026	8/17/2026	8/19/2026	8/31/2026		
BIWEEKLY	18	8/15/2026	8/28/2026	8/26/2026	8/31/2026	9/4/2026		
STUDENT	19	8/22/2026	9/4/2026	9/2/2026	9/8/2026	9/11/2026	<i>Due by Noon for submission and approval due to Labor Day</i>	
BIWEEKLY	19	8/29/2026	9/11/2026	9/9/2026	9/14/2026	9/18/2026		
STUDENT	20	9/5/2026	9/18/2026	9/16/2026	9/21/2026	9/25/2026		
MONTHLY	9	9/1/2026	9/30/2026	9/14/2026	9/16/2026	9/30/2026		
BIWEEKLY	20	9/12/2026	9/25/2026	9/23/2026	9/28/2026	10/2/2026		
STUDENT	21	9/19/2026	10/2/2026	9/30/2026	10/5/2026	10/9/2026		
BIWEEKLY	21	9/26/2026	10/9/2026	10/7/2026	10/12/2026	10/16/2026		
STUDENT	22	10/3/2026	10/16/2026	10/14/2026	10/19/2026	10/23/2026		
BIWEEKLY	22	10/10/2026	10/23/2026	10/21/2026	10/26/2026	10/30/2026		
MONTHLY	10	10/1/2026	10/31/2026	10/18/2026	10/20/2026	10/30/2026		
STUDENT	23	10/17/2026	10/30/2026	10/28/2026	11/2/2026	11/6/2026		
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MONTHLY	11	11/1/2026	11/30/2026	11/9/2026	11/11/2026	11/30/2026	<i>Due by Noon for submission and approval due to Thanksgiving</i>	
STUDENT	25	11/14/2026	11/27/2026	11/25/2026	11/30/2026	12/4/2026		
BIWEEKLY	25	11/21/2026	12/4/2026	12/2/2026	12/7/2026	12/11/2026	<i>Due by Noon for submission and approval due to Winter break</i>	

GRAMBLING STATE UNIVERSITY
2026 PAYROLL SCHEDULE FOR ALL EMPLOYEES

Web Timesheet Due Dates are Tentative

		PAY PERIOD						
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MONTHLY	12	12/1/2026	12/31/2026	11/29/2026	12/1/2026	12/18/2026	<i>Due by Noon for submission and approval due to Winter break</i>	
BIWEEKLY	26	12/5/2026	12/18/2026	12/16/2026	12/7/2026	12/23/2026	<i>Due by Noon for submission and approval due to Winter break</i>	

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All Leave from Duty Forms and Deductions must be submitted by 5pm on the Web Timesheet Due Date

Dates in blue are due by Noon for submission and approval

University Holidays **2026**

Holiday Schedule	Closure Dates	
	Leave Charged	No Leave Charged
New Year's Day	January 2, 2026	January 1
Martin Luther King, Jr. Day		January 19
Mardi Gras	February 16 & February 18	February 17
Easter	April 3	April 6
Memorial Day		May 25
Juneteenth		June 19
Independence Day		July 3
Labor Day		September 7
Thanksgiving	November 27	November 25 & 26
Winter Break	December 21, 22, 28, 29 & 30	December 23, 24 & 25
New Year's Eve		December 31

