

ANDERSON UNIVERSITY				
BIWEEKLY PAYROLL SCHEDULE			FISCAL YEAR 2025-2026	
		Student Employment	Authorize	PAYROLL
		Offer In Paycom	Payroll	FUNDS
PAYROLL PERIOD		(1 wk prior to work)	Punch changes by 10 a.m.	RELEASED
May 04 - May 17	1ST SUMR STDT	APR 28	Monday, May 19	May 23
May 18 - May 31		May 12	Monday, JUN 2	June 6
June 1 - June 14		May 26	Monday, JUN 16	June 20
June 15 - June 28		JUN 9	Monday, JUN 30	JUL 03*
June 29 - July 12		JUN 23	Monday, JUL 14	JUL 18
July 13 - July 26		JUL 7	Monday, JUL 28	AUG 01
July 27 - August 09		JUL 21	Monday, AUG 11	AUG 15
August 10 - August 23	LAST SUMR STDT	AUG 4	Monday, AUG 25	AUG 29
August 24 - Sept. 06	SEM I/FWS STDT	AUG 18	Monday, SEP 08	SEP 12
Sept. 07 - Sept. 20		SEP 1	Monday, SEP 22	SEP 26
Sept. 21 - Oct. 04		SEP 15	Monday, OCT 06	OCT 10
Oct. 05 - Oct. 18		SEP 29	Monday, OCT 20	OCT 24
Oct. 19 - Nov. 01		OCT 13	Monday, NOV 03	NOV 07
Nov. 02 - Nov. 15		OCT 27	Monday, NOV 17	NOV 21
Nov. 16 - Nov. 29		NOV 10	Monday, DEC 01	DEC 05
NOV. 30 - Dec. 13		NOV 24	Monday, DEC 15	DEC 19
Dec. 14 - Dec. 27		DEC 8	Monday, DEC 29	JAN 02
Dec. 28 - Jan. 10, 2026	SEM II Pay	DEC 22	Monday, JAN 12	JAN 16
Jan. 11 - Jan. 24		JAN 5	Monday, JAN 26	JAN 30
Jan. 25 - Feb. 07		JAN 19	Monday, FEB 09	FEB 13
Feb. 08 - Feb. 21		FEB 2	Monday, FEB 23	FEB 27
Feb. 22 - Mar. 07		FEB 19	Monday, MAR 09	MAR 13
Mar. 08 - Mar. 21		MAR 2	Monday, MAR 23	MAR 27
Mar. 22 - Apr. 04		MAR 16	Monday, APR 06	APR 10
Apr. 05 - Apr. 18		MAR 30	Monday, APR 20	APR 24
Apr. 19 - May 02**		APR 13	Monday, May 04	May 08
May 03 - May 16	Last Sem II Pay	APR 27	Monday, May 18	May 22
**Off Campus Agencies: LAST DAY FWS STDT is Friday, MAY 1, 2026 for non-profit agencies				
May 17 - May 30	1ST SUMR STDT		Monday, JUN 01	June 05
May 31 - June 13			Monday, JUN 15	June 19

DATES MAY BE MODIFIED BECAUSE OF HOLIDAY OR VACATION CONFLICT.

NOTE--Offers for student employment are due on or before dates listed above via Paycom Applicant

Tracking or email to worklife@ for rehiring student employees. Dates subject to change.

NO PAY ADVANCE UNLESS IT IS THE ERROR OF THE BUSINESS OFFICE OR WORK LIFE

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Kathy Young (x4134) IN WORK LIFE

TIME AND LABOR PROCESS DEADLINES: (Authorize Payroll - see dates above)

1. Timesheets reviewed, additions and corrections made and submitted by 10 A.M.
2. Payable Time Approved by 12 noon
3. Final Deadline 12 p.m. - Contact Renee Miller x4130 for changes after 12 noon