

Winston-Salem State University



2026 Bi-Weekly Payroll Calendar for Hourly Temporary and Student Employees

IMPORTANT: Employees must submit their timesheet NO LATER than the Timesheet Due Date and Cut-off Time. Supervisors must approve timesheets NO LATER than the Approval Due Date and Cut-off Time. Once the system locks for employee submission and supervisor approval, the supervisor will be required to submit an approved Late Paper Timesheet to 2payroll@wssu.edu. *The late paper timesheet will be paid in the next bi-weekly pay cycle.*

BW PAY #	BI-WEEKLY WORK PERIOD		EMPLOYEE TIME ENTRY SUBMIT DEADLINE FOR SUPERVISOR APPROVAL		SUPERVISOR APPROVAL DEADLINE FOR TIMELY PAY		PAY DAY
	TWO WEEKS START DATE	TWO WEEKS END DATE	TIMESHEET DUE DATE	NO LATER THAN	APPROVAL DUE DATE	NO LATER THAN	
1	12/15/2025	12/28/2025	12/29/2025	11:59PM	12/30/2025	11:59PM	01/09/2026
2	12/29/2025	01/11/2026	01/12/2026	11:59PM	01/13/2026	11:59PM	01/23/2026
3	01/12/2026	01/25/2026	01/26/2026	11:59PM	01/27/2026	11:59PM	02/06/2026
4	01/26/2026	02/08/2026	02/09/2026	11:59PM	02/10/2026	11:59PM	02/20/2026
5	02/09/2026	02/22/2026	02/23/2026	11:59PM	02/24/2026	11:59PM	03/06/2026
6	02/23/2026	03/08/2026	03/09/2026	11:59PM	03/10/2026	11:59PM	03/20/2026
7	03/09/2026	03/22/2026	03/23/2026	11:59PM	03/24/2026	11:59PM	04/02/2026
8	03/23/2026	04/05/2026	04/06/2026	11:59PM	04/07/2026	11:59PM	04/17/2026
9	04/06/2026	04/19/2026	04/20/2026	11:59PM	04/21/2026	11:59PM	05/01/2026
10	04/20/2026	05/03/2026	05/04/2026	11:59PM	05/05/2026	11:59PM	05/15/2026
11	05/04/2026	05/17/2026	05/18/2026	11:59PM	05/19/2026	11:59PM	05/29/2026
12	05/18/2026	05/31/2026	06/01/2026	11:59PM	06/02/2026	11:59PM	06/12/2026
13	06/01/2026	06/14/2026	06/15/2026	11:59PM	06/16/2026	11:59PM	06/26/2026
14	06/15/2026	06/28/2026	06/29/2026	11:59PM	06/30/2026	11:59PM	07/10/2026
15	06/29/2026	07/12/2026	07/13/2026	11:59PM	07/14/2026	11:59PM	07/24/2026
16	07/13/2026	07/26/2026	07/27/2026	11:59PM	07/28/2026	11:59PM	08/07/2026
17	07/27/2026	08/09/2026	08/10/2026	11:59PM	08/11/2026	11:59PM	08/21/2026
18	08/10/2026	08/23/2026	08/24/2026	11:59PM	08/25/2026	11:59PM	09/04/2026
19	08/24/2026	09/06/2026	09/07/2026	11:59PM	09/08/2026	11:59PM	09/18/2026
20	09/07/2026	09/20/2026	09/21/2026	11:59PM	09/22/2026	11:59PM	10/02/2026
21	09/21/2026	10/04/2026	10/05/2026	11:59PM	10/06/2026	11:59PM	10/16/2026
22	10/05/2026	10/18/2026	10/19/2026	11:59PM	10/20/2026	11:59PM	10/30/2026
23	10/19/2026	11/01/2026	11/02/2026	11:59PM	11/03/2026	11:59PM	11/13/2026
24	11/02/2026	11/15/2026	11/16/2026	11:59PM	11/17/2026	11:59PM	11/25/2026
25	11/16/2026	11/29/2026	11/30/2026	11:59PM	12/01/2026	11:59PM	12/11/2026
26	11/30/2026	12/13/2026	12/14/2026	11:59PM	12/15/2026	11:59PM	12/23/2026