

UTSA Payroll Services

2025 - 2026 Semi-Monthly Timesheet Deadlines

Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
08/01/25	08/03/25	08/04/25	08/06/25
08/04/25	08/10/25	08/11/25	08/13/25
08/11/25	08/15/25	08/18/25**	08/19/25**
08/16/25	08/17/25	08/18/25**	08/20/25**
08/18/25	08/24/25	08/25/25	08/27/25
08/25/25	08/31/25	09/02/25	09/03/25
09/01/25	09/07/25	09/08/25	09/10/25
09/08/25	09/15/25	09/16/25	09/17/25
09/16/25	09/21/25	09/22/25	09/24/25
09/22/25	09/28/25	09/29/25	10/01/25
10/01/25	10/05/25	10/06/25	10/08/25
10/06/25	10/12/25	10/13/25**	10/15/25**
10/13/25	10/15/25	10/16/25**	10/17/25**
10/16/25	10/19/25	10/20/25	10/22/25
10/20/25	10/26/25	10/27/25	10/29/25
10/27/25	10/31/25	11/03/25	11/04/25
11/03/25	11/09/25	11/10/25	11/12/25
11/10/25	11/15/25	11/14/25	11/17/25
11/16/25	11/23/25	11/24/25	11/26/25
11/24/25	11/30/25	12/01/25	12/02/25
12/01/25	12/07/25	12/08/25	12/10/25
12/08/25	12/15/25	12/16/25	12/17/25
12/16/25	12/21/25	12/22/25	12/24/25
12/22/25	12/28/25	12/29/25	12/31/25
12/29/25	12/31/25	01/02/26	01/05/26*
01/01/26	01/04/26	01/05/26	01/07/26
01/05/26	01/11/26	01/12/26	01/14/26
01/12/26	01/15/26	01/16/26	01/20/26
01/16/26	01/18/25	01/20/26	01/21/26
01/19/26	01/25/26	01/26/26	01/28/26
01/26/26	01/31/26	02/02/26**	02/03/26**
02/01/26	02/01/26	02/02/26**	02/03/26**
02/02/26	02/08/26	02/09/26	02/11/26
02/09/26	02/15/26	02/16/26	02/17/26
02/16/26	02/22/26	02/23/26	02/25/26

*All time must be entered and exception cleared by deadline date

**Two timesheets due during this week based on payroll end dates

Time must be approved for payroll processing day deadline

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2025 - 2026 Semi-Monthly Timesheet Deadlines

Timesheet Begin Date	Timesheet End Date	Employee Submission due **by 10 am	Supervisor Approval Deadline *by 3pm
02/23/26	02/28/26	03/02/26	03/03/26
03/02/26	03/08/26	03/09/26	03/11/26
03/09/26	03/15/26	03/16/26	03/17/26
03/16/26	03/22/26	03/23/26	03/25/26
03/23/26	03/29/26	03/30/26**	04/01/26**
03/30/26	03/31/26	04/01/26**	04/02/26**
04/01/26	04/05/26	04/06/26	04/08/26
04/06/26	04/12/26	04/13/26	04/15/26
04/13/26	04/15/26	04/16/26	04/17/26
04/16/26	04/19/26	04/20/26	04/22/26
04/20/26	04/26/26	04/27/26**	04/29/26**
04/27/26	04/30/26	05/01/26**	05/04/26**
05/01/26	05/03/26	05/04/26	05/06/26
05/04/26	05/10/26	05/11/26**	05/13/26**
05/11/26	05/15/26	05/15/26**	05/18/26**
05/16/26	05/17/26	05/18/26	05/20/26
05/18/26	05/24/26	05/26/26	05/27/26
05/25/26	05/31/26	06/01/26	06/02/26
06/01/26	06/07/26	06/08/26	06/10/26
06/08/26	06/14/26	06/15/26**	06/17/26**
06/15/26	06/15/26	06/16/26**	06/17/26**
06/16/26	06/21/26	06/22/26	06/24/26
06/22/26	06/28/26	06/29/26**	07/01/26**
06/29/26	06/30/26	07/01/26**	07/02/26**
07/01/26	07/05/26	07/06/26	07/08/26
07/06/26	07/12/26	07/13/26	07/15/26
07/13/26	07/15/26	07/16/26	07/17/26
07/16/26	07/19/26	07/20/26	07/22/26
07/20/26	07/26/26	07/27/26	07/29/26
07/27/26	07/31/26	08/03/26	08/04/26
08/03/26	08/09/26	08/10/26	08/12/26
08/10/26	08/15/26	08/17/26	08/18/26
08/16/26	08/16/26	08/17/26	08/19/26
08/17/26	08/23/26	08/24/26	08/26/26
08/24/26	08/30/26	08/31/26	09/01/26
08/31/26	08/31/26	09/01/26	09/02/26
09/01/26	09/07/26	09/08/26	09/10/26
09/08/26	09/14/26	09/15/26	09/17/26

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