Payroll Deadlines

When is my Timesheet due? Full-Time Employee Time Sheet Deadlines:

Full Time Employees Time Sheets Dates		Must be Submitted by 7:00 pm	Must be Approved by 6:00 pm
6/30/2025	7/6/2025	7/7/2025	7/8/2025
7/7/2025	7/13/2025	7/14/2025	7/15/2025
7/14/2025	7/20/2025	7/21/2025	7/22/2025
7/21/2025	7/27/2025	7/28/2025	7/29/2025
7/28/2025	8/3/2025	8/4/2025	8/5/2025
8/4/2025	8/10/2025	8/11/2025	8/12/2025
8/11/2025	8/17/2025	8/18/2025	8/19/2025
8/18/2025	8/24/2025	8/26/2025	8/27/2025
8/25/2025	8/31/2025	9/2/2025	9/3/2025
9/1/2025	9/7/2025	9/8/2025	9/9/2025
9/8/2025	9/14/2025	9/15/2025	9/16/2025
9/15/2025	9/21/2025	9/22/2025	9/23/2025
9/22/2025	9/28/2025	9/29/2025	9/30/2025
9/29/2025	10/5/2025	10/6/2025	10/7/2025
10/6/2025	10/12/2025	10/13/2025	10/14/2025
10/13/2025	10/19/2025	10/20/2025	10/21/2025
10/20/2025	10/26/2025	10/27/2025	10/28/2025

10/27/2025	11/2/2025	11/3/2025	11/4/2025
11/3/2025	11/9/2025	11/10/2025	11/11/2025
11/10/2025	11/16/2025	11/17/2025	11/18/2025
11/17/2025	11/23/2025	11/24/2025	11/25/2025
11/24/2025	11/30/2025	12/1/2025	12/2/2025
12/1/2025	12/7/2025	12/8/2025	12/9/2025
12/8/2025	12/14/2025	12/15/2025	12/16/2025
12/15/2025	12/21/2025	12/22/2025	12/23/2025
12/22/2025	12/28/2025	1/5/2026	1/6/2026
12/29/2025	1/4/2026	1/5/2026	1/6/2026
1/5/2026	1/11/2026	1/12/2026	1/13/2026
1/12/2026	1/18/2026	1/19/2026	1/20/2026
1/19/2026	1/25/2026	1/26/2026	1/27/2026
1/26/2026	2/1/2026	2/2/2026	2/3/2026
2/2/2026	2/8/2026	2/9/2026	2/10/2026
2/9/2026	2/15/2026	2/16/2026	2/17/2026
2/16/2026	2/22/2026	2/23/2026	2/24/2026
2/23/2026	3/1/2026	3/2/2026	3/3/2026
3/2/2026	3/8/2026	3/9/2026	3/10/2026
3/9/2026	3/15/2026	3/16/2026	3/17/2026
3/16/2026	3/22/2026	3/23/2026	3/24/2026
3/23/2026	3/29/2026	3/30/2026	3/31/2026
3/30/2026	4/5/2026	4/6/2026	4/7/2026

4/6/2026	4/12/2026	4/13/2026	4/14/2026
4/13/2026	4/19/2026	4/20/2026	4/21/2026
4/20/2026	4/26/2026	4/27/2026	4/28/2026
4/27/2026	5/3/2026	5/4/2026	5/5/2026
5/4/2026	5/10/2026	5/11/2026	5/12/2026
5/11/2026	5/17/2026	5/18/2026	5/19/2026
5/18/2026	5/24/2026	5/25/2026	5/26/2026
5/25/2026	5/31/2026	6/1/2026	6/2/2026
6/1/2026	6/7/2026	6/8/2026	6/9/2026
6/8/2026	6/14/2026	6/15/2026	6/16/2026
6/15/2026	6/21/2026	6/22/2026	6/23/2026
6/22/2026	6/28/2026	6/29/2026	6/30/2026
6/29/2026	7/5/2026	7/6/2026	7/7/2026
5/18/2026	5/24/2026	5/25/2026	5/26/2026
5/25/2026	5/31/2026	6/1/2026	6/2/2026
6/1/2026	6/7/2026	6/8/2026	6/9/2026
6/8/2026	6/14/2026	6/15/2026	6/16/2026
6/15/2026	6/21/2026	6/22/2026	6/23/2026
6/22/2026	6/28/2026	6/29/2026	6/30/2026
6/29/2026	7/5/2026	7/6/2026	7/7/2026

Hourly Employee Time Sheet Deadlines

Hourly Time Sheet Dates		**Must be Submitted by 5:00 PM**	**Must be Approved by 5:00 PM**
6/16/2025	6/30/2025	7/1/2025	7/2/2025

7/1/2025	7/15/2025	7/16/2025	7/17/2025
7/16/2025	7/31/2025	8/1/2025	8/4/2025
8/1/2025	8/15/2025	8/18/2025	8/19/2025
8/16/2025	8/31/2025	9/2/2025	9/3/2025
9/1/2025	9/15/2025	9/16/2025	9/17/2025
9/16/2025	9/30/2025	10/1/2025	10/2/2025
10/1/2025	10/15/2025	10/16/2025	10/17/2025
10/16/2025	10/31/2025	11/3/2025	11/4/2025
11/1/2025	11/15/2025	11/17/2025	11/18/2025
11/16/2025	11/30/2025	12/1/2025	12/2/2025
12/1/2025	12/15/2025	12/16/2025	12/17/2025
12/16/2025	12/31/2025	1/5/2026	1/6/2026
1/1/2026	1/15/2026	1/16/2026	1/19/2026
1/16/2026	1/31/2026	2/2/2026	2/3/2026
2/1/2026	2/15/2026	2/16/2026	2/17/2026
2/16/2026	2/28/2026	3/2/2026	3/3/2026
3/1/2026	3/15/2026	3/16/2026	3/17/2026
3/16/2026	3/31/2026	4/1/2026	4/2/2026
4/1/2026	4/15/2026	4/16/2026	4/17/2026
4/16/2026	4/30/2026	5/1/2026	5/2/2026
5/1/2026	5/15/2026	5/18/2026	5/19/2026
5/16/2026	5/31/2026	6/1/2026	6/2/2026
6/1/2026	6/15/2026	6/16/2026	6/17/2026
6/16/2026	6/30/2026	7/1/2026	7/2/2026
7/1/2026	7/15/2026	7/16/2026	7/17/2026

When are EPAFs due? EPAF Deadlines:

	Employee Personnel Action Form (EPAF) due to:			
Pay Date	**ABI**	**Grants**	**Budget**	**Payroll**
7/15/26	7/2/26	7/5/26	7/6/26	7/7/26
7/31/26	7/16/26	7/19/26	7/21/26	7/22/26

8/14/26	8/3/26	8/4/26	8/6/26	8/7/26
8/31/26	8/17/26	8/18/26	8/19/26	8/20/26
9/15/26	9/2/26	9/3/26	9/4/26	9/8/26
9/30/26	9/16/26	9/17/26	9/18/26	9/21/26
10/15/26	10/6/26	10/7/26	10/8/26	10/9/26
10/30/26	10/16/26	10/19/26	10/20/26	10/21/26
11/13/26	11/2/26	11/3/26	11/4/26	11/5/26
11/30/26	11/16/26	11/17/26	11/18/26	11/19/26
12/15/26	12/2/2026	12/3/2026	12/4/2026	12/7/2026
12/18/26	12/2/2026	12/3/2026	12/4/2026	12/7/2026
1/15/27	1/5/2026	1/6/2027	1/7/2027	1/8/2027
1/29/27	1/12/2027	1/13/2027	1/14/2027	1/18/2026
2/12/27	2/2/2027	2/3/2027	2/4/2027	2/5/2027
2/26/27	2/9/2027	2/10/2027	2/11/2027	2/12/2027
3/15/27	3/1/2027	3/2/2027	3/3/2027	3/4/2027
3/31/27	3/16/2027	3/17/2027	3/18/2027	3/19/2027
4/15/27	4/2/2027	4/5/2027	4/6/2027	4/7/2027
4/30/27	4/13/2027	4/14/2027	4/15/2027	4/19/2027
5/14/27	5/3/2027	5/4/2027	5/5/2027	5/6/2027
5/28/27	5/18/2027	5/19/2027	5/20/2027	5/21/2027
6/15/27	6/2/2027	6/3/2027	6/4/2027	6/7/2027
6/30/27	6/15/2027	6/16/2027	6/17/2027	6/18/2027

When is my Leave Report due? Leave Report Deadlines:

Leave Reports for the Time Period		Must be Submitted by 5:00 PM	Must be Approved by 5:00 PM
7/1/2026	7/15/2026	7/16/2026	7/17/2026
7/16/2026	7/31/2026	8/3/2026	8/4/2026
8/1/2026	8/15/2026	8/17/2026	8/18/2026
8/16/2026	8/31/2026	9/1/2026	9/2/2026
9/1/2026	9/15/2026	9/16/2026	9/17/2026
9/16/2026	9/30/2026	10/1/2026	10/2/2026
10/1/2026	10/15/2026	10/16/2026	10/19/2026
10/16/2026	10/31/2026	11/2/2026	11/3/2026
11/1/2026	11/15/2026	11/16/2026	11/17/2026
11/16/2026	11/30/2026	12/1/2026	12/2/2026
12/1/2026	12/15/2026	12/16/2026	12/17/2026
12/16/2026	12/31/2026	1/4/2027	1/5/2027
1/1/2027	1/15/2027	1/18/2027	1/19/2027
1/16/2027	1/31/2027	2/1/2027	2/2/2027
2/1/2027	2/15/2027	2/16/2027	2/17/2027
2/16/2027	2/28/2027	3/1/2027	3/2/2027
3/1/2027	3/15/2027	3/16/2027	3/17/2027
3/16/2027	3/31/2027	4/1/2027	4/2/2027
4/1/2027	4/15/2027	4/16/2027	4/19/2027
4/16/2027	4/30/2027	5/3/2027	5/4/2027
5/1/2027	5/15/2027	5/17/2027	5/18/2027
5/16/2027	5/31/2027	6/1/2027	6/2/2027
6/1/2027	6/15/2027	6/16/2027	6/17/2027
6/16/2027	6/30/2027	7/1/2027	7/2/2027

Questions about Payroll Deadlines?

? A-State Payroll
? 870-972-3454

? payroll@astate.edu

Revision #9
Created 2025-05-20 19:17:17 UTC by Catherine Naylor
Updated 2026-06-30 21:42:20 UTC by Catherine Naylor