

FY26 PAY PERIODS AND PAY DATES SCHEDULE

	AY	Pay #	Workday		BI-WEEKLY		D	Workday		D	Workday		ADJUSTMENTS
			PAY PERIOD	END DATE (PPE)	PAY PERIOD DATES (12:00 am Saturday to 11:59 pm Friday)	A		BI-WEEKLY PAY DATE	A		TIMESHEETS AVAILABLE (before previous period closes)	TIMESHEETS MUST BE APPROVED BY 12 NOON*	
AY25	19		05/09/25		04/26/25 - 05/09/25	F	05/16/25	W	04/23/25	Sa	05/10/25		
	20		05/23/25		05/10/25 - 05/23/25	F	05/30/25	W	05/07/25	F	05/23/25	A	
Summer I (Pays 1-3, 3 total)	1		06/06/25		05/24/25 - 06/06/25	F	06/13/25	W	05/21/25	Sa	06/07/25		
	2		06/20/25		06/07/25 - 06/20/25	F	06/27/25	W	06/04/25	Sa	06/21/25		
	3		07/04/25	Summer Pay Dates	06/21/25 - 07/04/25	F	07/11/25	W	06/18/25	Th	07/03/25	B	
Summer II (Pays 4-6, 3 total)	4		07/18/25		07/05/25 - 07/18/25	F	07/25/25	W	07/02/25	Sa	07/19/25		
	5		08/01/25		07/19/25 - 08/01/25	F	08/08/25	W	07/16/25	Sa	08/02/25		
	6		08/15/25		08/02/25 - 08/15/25	F	08/22/25	W	07/30/25	Sa	08/16/25		
Academic Year 2025-2026	1		08/29/25		08/16/25 - 08/29/25	F	09/05/25	W	08/13/25	F	08/29/25	C	
	2		09/12/25		08/30/25 - 09/12/25	F	09/19/25	W	08/27/25	Sa	09/13/25		
	3		09/26/25		09/13/25 - 09/26/25	F	10/03/25	W	09/10/25	Sa	09/27/25		
	4		10/10/25		09/27/25 - 10/10/25	F	10/17/25	W	09/24/25	Sa	10/11/25		
	5		10/24/25		10/11/25 - 10/24/25	F	10/31/25	W	10/08/25	Sa	10/25/25		
	6		11/07/25		10/25/25 - 11/07/25	F	11/14/25	W	10/22/25	Sa	11/08/25		
	7		11/21/25		11/08/25 - 11/21/25	F	11/28/25	W	11/05/25	F	11/21/25	D	
	8		12/05/25		11/22/25 - 12/05/25	F	12/12/25	W	11/19/25	Sa	12/06/25		
	9		12/19/25		12/06/25 - 12/19/25	F	12/26/25	W	12/03/25	F	12/19/25	E	
	10		01/02/26		12/20/25 - 01/02/26	F	01/09/26	W	12/17/25	F	12/19/25	E	
	11		01/16/26		01/03/26 - 01/16/26	F	01/23/26	W	12/31/25	F	01/16/26	F	
	12		01/30/26		01/17/26 - 01/30/26	F	02/06/26	W	01/14/26	Sa	01/31/26		
	13		02/13/26		01/31/26 - 02/13/26	F	02/20/26	W	01/28/26	Sa	02/14/26		
	14		02/27/26		02/14/26 - 02/27/26	F	03/06/26	W	02/11/26	Sa	02/28/26		
	15		03/13/26		02/28/26 - 03/13/26	F	03/20/26	W	02/25/26	Sa	03/14/26		
	16		03/27/26		03/14/26 - 03/27/26	F	04/03/26	W	03/11/26	Sa	03/28/26		
	17		04/10/26		03/28/26 - 04/10/26	F	04/17/26	W	03/25/26	Sa	04/11/26		
	18		04/24/26		04/11/26 - 04/24/26	F	05/01/26	W	04/08/26	Sa	04/25/26		
	19		05/08/26		04/25/26 - 05/08/26	F	05/15/26	W	04/22/26	Sa	05/09/26		
	20		05/22/26		05/09/26 - 05/22/26	F	05/29/26	W	05/06/26	F	05/22/26	G	
	1		06/05/26	Summer Pay Dates	05/23/26 - 06/05/26	F	06/12/26	W	05/20/26	Sa	06/06/26		
	2		06/19/26		06/06/26 - 06/19/26	F	06/26/26	W	06/03/26	Th	06/18/26	H	
	3		07/03/26		06/20/26 - 07/03/26	F	07/10/26	W	06/17/26	Th	07/02/26	I	

IMPORTANT REMINDERS

***All hourly employees MUST submit all hours worked and approved Time Off in their timesheet. Employees that do not enter their hours worked on time may not be paid on time.** Managers must review all Time Off requests and timesheets for accuracy and approve by the applicable 12 noon deadline; unapproved Time Off will not generate hours in the timesheet. Employees must ask their manager to confirm when they must complete and submit their timesheet for review and approval to ensure their Manager can meet this deadline.

There are twenty (20) pay periods in the 2025-2026 Academic Year. Fall semester classes begin on September 2, 2025; 10-Month Faculty and Staff begin work on August 25, 2025, which is PPE August 29, 2025. Spring semester classes end May 22, 2026, which is PPE May 22, 2026.

ADDITIONAL INFORMATION

- Final date to use 2025 Annual and Personal Time Off for Staff and Administrators is Friday, December 19, 2025.
- Thanksgiving Break is Wednesday-Friday, November 26-28, 2025. The College reopens Monday, December 1, 2025.
- Winter Break is Wednesday, December 24, 2025 to Friday, January 2, 2026. The College reopens Saturday, January 3, 2026.
- Spring Break for Faculty and Students is March 16-22, 2026.
- Spring Break for Staff is Friday, March 20, 2026. The College reopens Monday, March 23, 2026.

-- Please note the following Timesheet Deadline and/or Pay Date adjustments due to College Closings (see above):

- A. Early Timesheet deadline due to Memorial Day Holiday on Monday, May 26, 2025.
- B. Early Timesheet deadline due to Independence Day Holiday on Friday, July 4, 2025.
- C. Early Timesheet deadline due to Labor Day Holiday on Monday, September 1, 2025.
- D. Early Timesheet deadline due to Thanksgiving Break on Wednesday-Friday, November 26-28, 2025.
- E. Early Timesheet deadline due to Winter Break on Wednesday, December 24, 2025-Friday, January 2, 2026, for two (2) pay periods.
- F. Early Timesheet deadline due to Dr. Martin Luther King, Jr. Day Holiday on Monday, January 19, 2026.
- G. Early Timesheet deadline due to Memorial Day Holiday on Monday, May 25, 2026.
- H. Early Timesheet deadline due to Juneteenth National Independence Day Holiday on Friday, June 19, 2026.
- I. Early Timesheet deadline due to Independence Day Holiday on Friday, July 3, 2026.

-- Payslips are available in Workday two (2) days before the pay date: **Pay app** → **Payslips (on homepage by pay date)**,

OR **View** → **Payslips**

-- Manage your **Payment Elections for Payroll and Expense Payments** in Workday: **Pay app** → **Actions** → **Payment Elections**

-- Contact the **Payroll Services Team** with any questions at Payroll@montgomerycollege.edu.

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FY26 PAID HOLIDAYS FOR STAFF

Year	Holiday	Day and Date	Total Days
FY25	Memorial Day*	Monday, May 26, 2025	1
FY25	Juneteenth National Independence Day	Thursday, June 19, 2025	1
FY26	Independence Day*	Friday, July 4, 2025	1
FY26	Labor Day*	Monday, September 1, 2025	1
FY26	Thanksgiving Break* <i>College closed through the weekend and reopens Monday, December 1, 2025.</i>	Wednesday, November 26 - Friday, November 28, 2025	3
FY26	Winter Break* <i>College reopens Saturday, January 3, 2026.</i>	Wednesday, December 24, 2025 - Friday, January 2, 2026	8
FY26	Dr. Martin Luther King, Jr. Day*	Monday, January 19, 2026	1
FY26	Spring Break for Staff <i>College closed through the weekend and reopens Monday, March 23, 2026.</i>	Friday, March 20, 2026	1
FY26	Memorial Day*	Monday, May 25, 2026	1
FY26	Juneteenth National Independence Day*	Friday, June 19, 2026	1

*This holiday results in an early timesheet deadline for the applicable pay period. See the FY26 Pay Periods and Pay Dates Schedule for details.

Updated May 2025