

Supervisor: January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour) Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.				1 New Year's Day Internal Transfer Hire Date First Day of Pay Period #2	2	3
4	5 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	6	7	8	9 Pay Day	10
11	12	13	14	15 Final Day for Approvals Pay Period #2	16 Internal Transfer Hire Date First Day of Pay Period #3	17
18	19 Martin Luther King, Jr. Day	20 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	21	22	23 Pay Day	24
25	26	27	28	29	30	31 Final Day for Approvals Pay Period #3
Leadership Orientation						

Supervisor: February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Internal Transfer Hire Date First Day of Pay Period #4	2	3	4	5	6	7
8	9 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	10 Pay Day	11	12	13	14
15 Final Day for Approvals Pay Period #4	16 Presidents' Day Internal Transfer Hire Date First Day of Pay Period #5	17	18	19	20	21
22	23 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	24	25 Pay Day	26	27	28 Final Day for Approvals Pay Period #5

Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday)

Pay Periods go from 1-15 and 16-30/31

Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour)

Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time.

Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.

Supervisor: March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Internal Transfer Hire Date First Day of Pay Period #6	2	3	4	5	6	7
Leadership Orientation						
8	9 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	10 Pay Day	11	12	13	14
15 Final Day for Approvals Pay Period #6	16 Internal Transfer Hire Date First Day of Pay Period #7	17	18	19	20	21
22	23 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	24	25 Pay Day	26	27	28
29	30	31 Final Day for Approvals Pay Period #7	Pay Days – 10 th & 25 th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour) Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.			

Supervisor: April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour)			1 Internal Transfer Hire Date First Day of Pay Period #8	2	3	4
5	6 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	7	8	9	10 Pay Day	11
12	13	14	15 Final Day for Approvals Pay Period #8	16 Internal Transfer Hire Date First Day of Pay Period #9	17	Leadership Orientation
19	20 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	21	22	23	24 Pay Day	
26	27	28	29	30 Final Day for Approvals Pay Period #9	Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.	

Supervisor: May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour) Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.					1 Internal Transfer Hire Date First Day of Pay Period #10	2
3	4 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	5	6	7	8 Pay Day	9
10	11	12	13	14	15 Final Day for Approvals Pay Period #10	16 Internal Transfer Hire Date First Day of Pay Period #11
Leadership Orientation						
17	18 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	19	20	21	22 Pay Day	23
24	25 Memorial Day	26	27	28	29	30
31 Final Day for Approvals Pay Period #11						

Supervisor: June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Internal Transfer Hire Date First Day of Pay Period #12	2	3	4	5	6
Leadership Orientation						
7	8 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	9	10 Pay Day	11	12	13
14	15 Juneteenth (Observed) Final Day for Approvals Pay Period #12	16 Internal Transfer Hire Date First Day of Pay Period #13	17	18	19	20
21	22 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	23	24	25 Pay Day	26	27
28	29	30 Final Day for Approvals Pay Period #13	Pay Days – 10 th & 25 th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour) Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.			

Supervisor: July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour) Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.			1 Internal Transfer Hire Date First Day of Pay Period #14	2	3	4 Independence Day
5	6 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	7	8	9	10 Pay Day	11
12	13	14	15 Final Day for Approvals Pay Period #14	16 Internal Transfer Hire Date First Day of Pay Period #15	17	18
Leadership Orientation						
19	20 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	21	22	23	24 Pioneer Day Pay Day	25
26	27	28	29	30	31 Final Day for Approvals Pay Period #15	Pay Days – 10 th & 25 th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31

Supervisor: August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour) Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll. *New Hire Orientation 9:15-2:30</p>						<p>1 Internal Transfer Hire Date First Day of Pay Period #16</p>
2	<p>3 Benefited New Hire First Day and Orientation 9:15am – 2:30pm</p>	4	5	6	7	8
9	<p>10 Pay Day</p>	11	12	13	14	<p>15 Final Day for Approvals Pay Period #16</p>
<p style="text-align: center;">Leadership Orientation</p>						
<p>16 Internal Transfer Hire Date First Day of Pay Period #17</p>	<p>17 Benefited New Hire First Day and Orientation 9:15am – 2:30pm</p>	18	19	20	21	22
23	24	<p>25 Pay Day</p>	26	27	28	29
30	<p>31 Final Day for Approvals Pay Period #17 Ben. New Hire First Day & Orientation*</p>					

Supervisor: September 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour)		1 Internal Transfer Hire Date First Day of Pay Period #18	2	3	4	5
6	7 Labor Day	8	9	10 Pay Day	11	12
13	14 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	15 Final Day for Approvals Pay Period #18	16 Internal Transfer Hire Date First Day of Pay Period #19	17	18	19
30	21	22	23	24	25 Pay Day	26
27	28 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	29	30 Final Day for Approvals Pay Period #19	Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.		

Supervisor: October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour) Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.				1 Internal Transfer Hire Date First Day of Pay Period #20	2	3
4	5 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	6	7	8	9 Pay Day	10
11	12	13	14	15 Final Day for Approvals Pay Period #20	16 Internal Transfer Hire Date First Day of Pay Period #21	17
Leadership Orientation						
18	19 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	20	21	22	23 Pay Day	24
25	26	27	28	29	30 Final Day for Approvals Pay Period #21	31

Supervisor: November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Internal Transfer Hire Date First Day of Pay Period #22	2 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	3	4	5	6	7
8	9	10 Pay Day	11	12	13	14
Leadership Orientation						
15 Final Day for Approvals Pay Period #22	16 Internal Transfer Hire Date Ben. New Hire First Day & Orientation* First Day of Pay Period #23	17	18	19	20	21
22	23	24	25 Pay Day	26 Thanksgiving Break	27 Thanksgiving Break	28
29	30 Final Day for Approvals Pay Period #23 Ben. New Hire First Day & Orientation*	Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour) Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll. *Benefited New Hire Attend Orientation First Day of Hire 9:15am – 2:30pm				

Supervisor: December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour)		1 Internal Transfer Hire Date First Day of Pay Period #24	2	3	4	5
6	7	8	9	10 Pay Day	12	
Leadership Orientation						
13	14 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	15 Final Day for Approvals Pay Period #24	16 Internal Transfer Hire Date First Day of Pay Period #1	17	18	19
30	21	22	23 Pay Day	24 Holiday	25 Holiday	26
27	28 Holiday	29	30	31 Final Day for Approvals Pay Period #1 (2027)	Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.	

Supervisor: January 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days – 10th & 25th (the Friday before if falls on a weekend or holiday) Pay Periods go from 1-15 and 16-30/31 Approvals: AggieTime, PHADSUM (Dept. Head)- BX (Benefit), GX (Grad), & HX (Hour) Supervisors: Approve AggieTime shifts DAILY to ensure employees are paid on time. Employees: Enter shifts on the DAY WORKED to support timely and accurate payroll.					1 New Year's Day Internal Transfer Hire Date First Day of Pay Period #2 (2027)	2
3	4 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	5	6	7	8 Pay Day	9
10	11	12	13	14	15 Final Day for Approvals Pay Period #2	16 Internal Transfer Hire Date First Day of Pay Period #3
Leadership Orientation						
17	18 Martin Luther King, Jr. Day	19 Benefited New Hire First Day and Orientation 9:15am – 2:30pm	20	21	22	23
24	25 Pay Day	26	27	28	29	30
31 Final Day for Approvals Pay Period #3						