



Annual Payroll Schedule

Biweekly Pay Groups

(Hourly Employees, Student Assistants, and Federal Work Study)

Payroll Period	SPARs Due to Payroll by 5:00 pm	OneUSG Time/Absence Approvals Due by 9:00 am	Pay Date
Dec 21 – Jan 3	Dec 29, 2025	Jan 5, 2026	Jan 9, 2026
Jan 4 - Jan 17	Jan 12, 2026	Jan 16, 2026*	Jan 23, 2026
Jan 18 – Jan 31	Jan 27, 2026	Feb 2, 2026	Feb 6, 2026
Feb 1 -Feb 14	Feb 10, 2026	Feb 16, 2026	Feb 20, 2026
Feb 15 – Feb 28	Feb 24, 2026	Mar 2, 2026	Mar 6, 2026
Mar 1 - Mar 14	Mar 10, 2026	Mar 16, 2026	Mar 20 2026
Mar 15 – Mar 28	Mar 24, 2026	Mar 30, 2026	Apr 3, 2026
Mar 29 - Apr 11	Apr 7, 2026	Apr 13, 2026	Apr 17, 2026
Apr 12 – Apr 25	Apr 21, 2026	Apr 27, 2026	May 1, 2026
Apr 26 - May 9	May 5, 2026	May 11, 2026	May 15, 2026
May 10 – May 23	May 18, 2026	May 22, 2026*	May 29, 2026
May 24 – Jun 6	Jun 2, 2026	Jun 8, 2026	Jun 12, 2026
Jun 7 - Jun 20	Jun 15, 2026	Jun 22, 2026	Jun 26, 2026
Jun 21 – Jul 4	Jun 29, 2026	Jul 6, 2026	Jul 10, 2026
Jul 5 - Jul 18	Jul 14, 2026	Jul 20, 2026	Jul 24, 2026
Jul 19 – Aug 1	Jul 28, 2026	Aug 3, 2026	Aug 7, 2026
Aug 2 - Aug 15	Aug 11, 2026	Aug 17, 2026	Aug 21, 2026
Aug 16 – Aug 29	Aug 25, 2026	Aug 31, 2026*	Sep 4, 2026
Aug 30 - Sep 12	Sep 8, 2026	Sep 14, 2026	Sep 18, 2026
Sep 13 – Sep 26	Sep 22, 2026	Sep 28, 2026	Oct 2, 2026
Sep 27 – Oct 10	Oct 6, 2026	Oct 12, 2026	Oct 16, 2026
Oct 11 - Oct 24	Oct 20, 2026	Oct 26, 2026	Oct 30, 2026
Oct 25 - Nov 7	Nov 2, 2026	Nov 6, 2026*	Nov 13, 2026
Nov 8 – Nov 21	Nov 16, 2026	Nov 20, 2026*	Nov 27, 2026
Nov 22 – Dec 5	Dec 1, 2026	Dec 7, 2026	Dec 11, 2026
Dec 6 – Dec 19	Dec 14, 2026	Dec 18, 2026*	Dec 24, 2026
Dec 20 – Jan 2	Dec 21, 2026	Jan 4, 2027	Jan 8, 2027

Time/Absence Approval Deadlines Determined by Shared Services Center

Email – support@usg.edu

Phone (877) 251-2644



Annual Payroll Schedule

12 Month Pay Groups

(Twelve Month Faculty, Salaried Administrators and Staff)

Payroll Period	SPARs Due to Payroll by 5:00 pm	OneUSG Time/Absence Approvals Due by 4:00 pm	Paycheck Issue Date
Jan 2026	Jan 16, 2026	Jan 21, 2026	Jan 30, 2026
Feb 2026	Feb 16, 2026	Feb 18, 2026	Feb 27, 2026
Mar 2026	Mar 18, 2026	Mar 23, 2026	Mar 31, 2026
Apr 2026	Apr 16, 2026	Apr 21, 2026	Apr 30, 2026
May 2026	May 13, 2026	May 18, 2026	May 29, 2026
Jun 2026	Jun 10, 2026	Jun 15, 2026	Jun 30, 2026
Jul 2026	Jul 20, 2026	Jul 23, 2026	Jul 31, 2026
Aug 2026	Aug 18, 2026	Aug 21, 2026	Aug 31, 2026
Sep 2026	Sep 17, 2026	Sep 22, 2026	Sep 30, 2026
Oct 2026	Oct 15, 2026	Oct 20, 2026	Oct 30, 2026
Nov 2026	Nov 11, 2026	Nov 16, 2026	Nov 30, 2026
Dec 2026	Dec 16, 2026	Dec 21, 2026	Dec 31, 2026

10 Month Pay Groups

(Ten Month Faculty, Graduate Assistants, and Part-time Faculty)

Payroll Period	SPARs Due to Payroll by 5:00 pm	OneUSG Time/Absence Approvals Due by 4:00 pm	Paycheck Issue Date
Jan 2026	Jan 16, 2026	Jan 21, 2026	Jan 30, 2026
Feb 2026	Feb 16, 2026	Feb 18, 2026	Feb 27, 2026
Mar 2026	Mar 18, 2026	Mar 23, 2026	Mar 31, 2026
Apr 2026	Apr 16, 2026	Apr 21, 2026	Apr 30, 2026
May 2026	May 13, 2026	May 18, 2026	May 29, 2026
Jun 2026	See Summer Faculty Payroll Schedule		
Jul 2026			
Aug 2026	Aug 18, 2026	Aug 21, 2026	Aug 31, 2026
Sep 2026	Sep 17, 2026	Sep 22, 2026	Sep 30, 2026
Oct 2026	Oct 15, 2026	Oct 20, 2026	Oct 30, 2026
Nov 2026	Nov 11, 2026	Nov 16, 2026	Nov 30, 2026
Dec 2026	Dec 16, 2026	Dec 21, 2026	Dec 31, 2026

Summer Faculty Pay Schedule

Payroll Period	Session	Paycheck Issue Date
Maymester 2026	Summer Session I	May 29, 2026
June 2026	Summer Session I	Jun 30, 2026
July 2026	Summer Session II	Jul 31, 2026

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