

2025-2026 SIPA CASUAL TIMESHEET SCHEDULE

PAYROLL PERIOD	DUE DATE (BY 5PM)	PAYCHECKS RECEIVED
**06/16/2025 - 06/29/2025	Wednesday 06/25/2025	07/03/2025
06/30/2025 - 07/13/2025	Thursday 07/10/2025	07/18/2025
07/14/2025 - 07/27/2025	Thursday 07/24/2025	08/01/2025
07/28/2025 - 08/10/2025	Thursday 08/07/2025	08/15/2025
08/11/2025 - 08/24/2025	Thursday 08/21/2025	08/29/2025
**08/25/2025 - 09/07/2025	Wednesday 09/03/2025	09/12/2025
09/08/2025 - 09/21/2025	Thursday 09/18/2025	09/26/2025
09/22/2025 - 10/05/2025	Thursday 10/02/2025	10/10/2025
10/06/2025 - 10/19/2025	Thursday 10/16/2025	10/24/2025
10/20/2025 - 11/02/2025	Thursday 10/30/2025	11/07/2025
11/03/2025 - 11/16/2025	Thursday 11/13/2025	11/21/2025
**11/17/2025 - 11/30/2025	Monday 11/25/2025	12/05/2025
12/01/2025 - 12/14/2025	Thursday 12/11/2025	12/19/2025
**12/15/2025 - 12/28/2025	Monday 12/22/2025	01/02/2026
**12/29/2025 - 01/11/2026	Wednesday 01/07/2026	01/16/2026
01/12/2026 - 01/25/2026	Thursday 01/22/2026	01/30/2026
01/26/2026 - 02/08/2026	Thursday 02/05/2026	02/13/2026
02/09/2026 - 02/22/2026	Thursday 02/19/2026	02/27/2026
02/23/2026 - 03/08/2026	Thursday 03/05/2026	03/13/2026
03/09/2026 - 03/22/2026	Thursday 03/19/2026	03/27/2026
03/23/2026 - 04/05/2026	Thursday 04/02/2026	04/10/2026
04/06/2026 - 04/19/2026	Thursday 04/16/2026	04/24/2026
04/20/2026 - 05/03/2026	Thursday 04/30/2026	05/08/2026
05/04/2026 - 05/17/2026	Thursday 05/14/2026	05/22/2026
05/18/2026 - 05/31/2026	Thursday 05/28/2026	06/05/2026
06/01/2026 - 06/14/2026	Thursday 06/11/2026	06/18/2026
**06/15/2026 - 06/28/2026	Wednesday 06/24/2026	07/07/2026

Casual timesheets are due by Thursday at 5pm.

Note the early due dates for highlighted pay periods due to University holidays.

Students may work a maximum of 20 hours/week except for the following dates when the maximum is 35 hours/week:

05/26/2025-08/31/2025 (Summer Break) 35 hours per week

12/29/2025-01/19/2026 (Winter Break) 35 hours per week

- Casuals may not work more than 5 consecutive hours without taking an unpaid half-hour break.
- Timesheets must be submitted in the Time & Labor and Absence Management (TLAM) System by Thursday at 5pm, with above noted early submission exceptions.
- Late timesheets will be processed with the following payroll.