

2026-2027 SIPA CASUAL TIMESHEET SCHEDULE

PAYROLL PERIOD	DUE DATE (BY 5PM)	PAYCHECKS RECEIVED
**06/15/2026 - 06/28/2026	Wednesday 06/24/2026	07/02/2026
06/29/2026 - 07/12/2026	Thursday 07/09/2026	07/17/2026
07/13/2026 - 07/26/2026	Thursday 07/23/2026	07/31/2026
07/27/2026 - 08/09/2026	Thursday 08/06/2026	08/14/2026
08/10/2026 - 08/23/2026	Thursday 08/21/2025	08/28/2026
**08/24/2026 - 09/06/2026	Monday 08/31/2026	09/11/2026
09/07/2026 - 09/20/2026	Thursday 09/17/2026	09/25/2026
09/21/2026 - 10/04/2026	Thursday 10/01/2026	10/09/2026
10/05/2026 - 10/18/2026	Thursday 10/15/2026	10/23/2026
**10/19/2026 - 11/01/2026	Monday 10/26/2026	11/06/2026
11/02/2026 - 11/15/2026	Thursday 11/12/2026	11/20/2026
**11/16/2026 - 11/29/2026	Monday 11/23/2026	12/04/2026
11/30/2026 - 12/13/2026	Thursday 12/10/2026	12/18/2026
**12/14/2026 - 12/27/2026	Monday 12/21/2026	12/30/2026
12/28/2027 - 01/10/2027	Thursday 01/07/2027	01/15/2027
01/11/2027 – 01/24/2027	Thursday 01/21/2027	01/29/2027
01/25/2027 – 02/07/2027	Thursday 02/04/2027	02/12/2027
02/08/2027 – 02/21/2027	Thursday 02/18/2027	02/26/2027
02/22/2027 – 03/07/2027	Thursday 03/04/2027	03/12/2027
03/08/2027 – 03/21/2027	Thursday 03/18/2027	03/26/2027
03/22/2027 – 04/04/2027	Thursday 04/01/2027	04/09/2027
04/05/2027 – 04/18/2027	Thursday 04/15/2027	04/23/2027
04/19/2027 – 05/02/2027	Thursday 04/29/2027	05/07/2027
05/03/2027 – 05/16/2027	Thursday 05/13/2027	05/21/2027
**05/17/2027 – 05/30/2027	Monday 05/24/2027	06/04/2027
**05/31/2027 – 06/13/2027	Monday 06/07/2027	06/17/2027

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:

05/25/2026-08/31/2026 (Summer Break) 35 hours per week

12/23/2026-01/15/2027 (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.