Brooklyn College
The City University of New York

Human Resource Services
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From: Human Resource Services

Subject: Payroll Submission Deadlines – Summer & Fall 2026

In an effort to ensure employees are paid accurately and on time, we are informing all departments of the **critical deadlines** for submitting payroll-related items to the Office of Human Resources Services.

Timely submission of materials is essential to meet payroll processing schedules. **Failure to meet the deadlines below may result in delayed payments to employees**, which can significantly impact their financial well-being.

Please review the schedule below and plan accordingly:

Summer 2026

Check Date	Submission Deadline - Department to HR
6/11/2026	5/5/2026
6/25/2026	5/19/2026
7/9/2026	6/2/2026
7/23/2026	6/16/2026
8/6/2026	6/30/2026

Fall 2026

Check Date	Submission Deadline - Department to HR
9/3/2026	7/28/2026
9/17/2026	8/11/2026
10/1/2026	8/25/2026
10/15/2026	9/8/2026
10/29/2026	9/22/2026
11/12/2026	10/6/2026
11/25/2026	10/20/2026
12/10/2026	11/3/2026

We appreciate your cooperation and partnership in supporting a seamless payroll process. If you have any questions or need assistance with these deadlines, please do not hesitate to contact our office.