

From: Human Resource Services

Subject: Payroll Submission Deadlines –
Winter Intersession 2027 and Spring 2027

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:

Winter Intersession 2027

Check Date	Submission Deadline - Department to HR
01/07/2027	12/01/2026
01/21/2027	12/15/2026

Spring 2027

Check Date	Submission Deadline - Department to HR
02/04/2027	01/05/2027
02/18/2027	01/19/2027
03/04/2027	02/02/2027
03/18/2027	02/16/2027
04/01/2027	03/02/2027
04/15/2027	03/16/2027
04/29/2027	03/30/2027
05/13/2027	04/14/2027

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.