

**Research Foundation 2025 – 2026  
Hourly & Non-Exempt Time Sheet Schedule**

**Time sheets must be submitted Biweekly**

<b>Pay Period Start Date</b>	<b>Pay Period End Date</b>	<b>Time Sheet Due in Payroll Office</b>	<b>Check Date Hourly**</b>	<b>Check Date Salaried</b>
01/11/25	01/24/25	01/29/25	02/07/25	01/24/25
01/25/25	02/07/25	02/12/25	02/21/25	02/07/25
02/08/25	02/21/25	02/26/25	03/07/25	02/21/25
02/22/25	03/07/25	03/12/25	03/21/25	03/07/25
03/08/25	03/21/25	03/26/25	04/04/25	03/21/25
03/22/25	04/04/25	04/09/25	04/18/25	04/04/25
04/05/25	04/18/25	04/23/25	05/02/25	04/18/25
04/19/25	05/02/25	05/07/25	05/16/25	05/02/25
05/03/25	05/16/25	05/21/25	05/30/25	05/16/25
05/17/25	05/30/25	06/04/25	06/13/25	05/30/25
05/31/25	06/13/25	06/18/25	06/27/25	06/13/25
06/14/25	06/27/25	07/02/25	07/11/25	06/27/25
06/28/25	07/11/25	07/16/25	07/25/25	07/11/25
07/12/25	07/25/25	07/30/25	08/08/25	07/25/25
07/26/25	08/08/25	08/13/25	08/22/25	08/08/25
08/09/25	08/22/25	08/27/25	09/05/25	08/22/25
08/23/25	09/05/25	09/10/25	09/19/25	09/05/25
09/06/25	09/19/25	09/24/25	10/03/25	09/19/25
09/20/25	10/03/25	10/08/25	10/17/25	10/03/25
10/04/25	10/17/25	10/22/25	10/31/25	10/17/25
10/18/25	10/31/25	11/05/25	11/14/25	10/31/25
11/01/25	11/14/25	<b>*11/18/25</b>	11/28/25	11/14/25
11/15/25	11/28/25	12/03/25	12/12/25	11/28/25
11/29/25	12/12/25	12/17/25	12/26/25	12/12/25
12/13/25	12/26/25	12/31/25	01/09/26	12/26/25
12/27/25	01/09/26	01/14/26	01/23/26	01/09/26

**\*Please note these dates must be strongly adhered to because of early submission payment requirements by Research Central in Albany**

**\*\*Pay dates are for hourly employees but also include payments received by salaried employees for additional hours worked (for over-time, straight-time)**