

BUFFALO STATE UNIVERSITY

ADMINISTRATION PAYROLL CALENDAR

2025-2026

(Faculty, Staff, Graduate Assistants)

| PR # | PAY PERIOD | | | CLASSIFIED TIME SHEETS DUE | DIRECT DEPOSIT CUTOFF | HIRE PAPERWORK DUE IN HR | CHECK DATE |
|------|------------|---|------------|----------------------------|-----------------------|--------------------------|------------|
| 1 | 3/27/2025 | - | 4/9/2025 | 4/11/2025 | 4/11/2025 | 3/13/2025 | 4/23/2025 |
| 2 | 4/10/2025 | - | 4/23/2025 | 4/25/2025 | 4/25/2025 | 3/27/2025 | 5/7/2025 |
| 3 | 4/24/2025 | - | 5/7/2025 | 5/9/2025 | 5/9/2025 | 4/10/2025 | 5/21/2025 |
| 4 | 5/8/2025 | - | 5/21/2025 | 5/23/2025 | 5/23/2025 | 4/24/2025 | 6/4/2025 |
| 5 | 5/22/2025 | - | 6/4/2025 | 6/6/2025 | 6/6/2025 | 5/8/2025 | 6/18/2025 |
| 6 | 6/5/2025 | - | 6/18/2025 | 6/20/2025 | 6/20/2025 | 5/22/2025 | 7/2/2025 |
| 7 | 6/19/2025 | - | 7/2/2025 | 7/4/2025 | 7/3/2025 | 6/5/2025 | 7/16/2025 |
| 8 | 7/3/2025 | - | 7/16/2025 | 7/18/2025 | 7/18/2025 | 6/19/2025 | 7/30/2025 |
| 9 | 7/17/2025 | - | 7/30/2025 | 8/1/2025 | 8/1/2025 | 7/3/2025 | 8/13/2025 |
| 10 | 7/31/2025 | - | 8/13/2025 | 8/15/2025 | 8/15/2025 | 7/17/2025 | 8/27/2025 |
| 11 | 8/14/2025 | - | 8/27/2025 | 8/29/2025 | 8/29/2025 | 7/31/2025 | 9/10/2025 |
| 12 | 8/28/2025 | - | 9/10/2025 | 9/12/2025 | 9/12/2025 | 8/14/2025 | 9/24/2025 |
| 13 | 9/11/2025 | - | 9/24/2025 | 9/26/2025 | 9/26/2025 | 8/28/2025 | 10/8/2025 |
| 14 | 9/25/2025 | - | 10/8/2025 | 10/10/2025 | 10/10/2025 | 9/11/2025 | 10/22/2025 |
| 15 | 10/9/2025 | - | 10/22/2025 | 10/24/2025 | 10/24/2025 | 9/25/2025 | 11/5/2025 |
| 16 | 10/23/2025 | - | 11/5/2025 | 11/7/2025 | 11/7/2025 | 10/9/2025 | 11/19/2025 |
| 17 | 11/6/2025 | - | 11/19/2025 | 11/21/2025 | 11/21/2025 | 10/23/2025 | 12/3/2025 |
| 18 | 11/20/2025 | - | 12/3/2025 | 12/5/2025 | 12/5/2025 | 11/6/2025 | 12/17/2025 |
| 19 | 12/4/2025 | - | 12/17/2025 | 12/19/2025 | 12/19/2025 | 11/20/2025 | 12/31/2025 |
| 20 | 12/18/2025 | - | 12/31/2025 | 1/2/2026 | 12/31/2025 | 12/4/2025 | 1/14/2026 |
| 21 | 1/1/2026 | - | 1/14/2026 | 1/16/2026 | 1/16/2026 | 12/18/2025 | 1/28/2026 |
| 22 | 1/15/2026 | - | 1/28/2026 | 1/30/2026 | 1/30/2026 | 12/31/2025 | 2/11/2026 |
| 23 | 1/29/2026 | - | 2/11/2026 | 2/13/2026 | 2/13/2026 | 1/15/2026 | 2/25/2026 |
| 24 | 2/12/2026 | - | 2/25/2026 | 2/27/2026 | 2/27/2026 | 1/29/2026 | 3/11/2026 |
| 25 | 2/26/2026 | - | 3/11/2026 | 3/13/2026 | 3/13/2026 | 2/12/2026 | 3/25/2026 |
| 26 | 3/12/2026 | - | 3/25/2026 | 3/27/2026 | 3/27/2026 | 2/26/2026 | 4/8/2026 |

Early deadline dates are indicated in **Bold**

Employees may view and print their pay statements and opt out of receiving a paper pay statement.

Please visit <https://hr.buffalostate.edu/payroll> for the NYS Payroll Online details.

Due to processing time with the Office of the State Comptroller, Classified employees with overtime, lost time, or straight time will see those entries in the paycheck after which it was recorded in.