

**Gevirtz Graduate School of Education**  
**Timekeeping Approval Calendar**  
**Winter 2026**

Timecard approvals should be in place as early as possible on dates listed below to allow for timely review and processing.

**Biweekly (BW) Employees\***

(e.g. students with student assistant positions and no concurrent academic positions, report hourly)

<b>Pay Period</b>	<b>Employee Approval</b>	<b>Manager Approval</b>	<b>Pay Day</b>
1/4 - 1/17/2026	** Thursday, 1/15	** Friday, 1/16	Wednesday, 1/28
1/18 - 1/31/2026	Friday, 1/30	Monday, 2/2	Wednesday, 2/11
2/1 - 2/14/2026	** Thursday, 2/12	** Friday, 2/13	Wednesday, 2/25
2/15 - 2/28/2026	Friday, 2/27	Monday, 3/2	Wednesday, 3/11
3/1 - 3/14/2026	Friday, 3/13	Monday, 3/16	Wednesday, 3/25
3/15 - 3/28/2026	** Wednesday, 3/25	** Thursday, 3/26	Wednesday, 4/8
3/29 - 4/11/2026	Friday, 4/10	Monday, 4/13	Wednesday, 4/22
4/12 - 4/25/2026	Friday, 4/24	Monday, 4/27	Wednesday, 5/6
4/26 - 5/9/2026	Friday, 5/8	Monday, 5/11	Wednesday, 5/20

**Monthly (MO) Employees - Positive Time Reporting\***

(e.g. students with student assistant appointments concurrent with an academic position, report hourly)

<b>Pay Period</b>	<b>Employee Approval</b>	<b>Manager Approval</b>	<b>Pay Day</b>
12/10 - 1/10/2026	Monday, 1/12	Tuesday, 1/13	Friday, 1/30
1/11 - 2/10/2026	Tuesday, 2/10	Wednesday, 2/11	Friday, 2/27
2/11 - 3/10/2026	Tuesday, 3/10	Wednesday, 3/11	Wednesday, 4/1
3/11 - 4/10/2026	Friday, 4/10	Monday, 4/13	Friday, 5/1

**Monthly (MO) Employees - Exception Time Reporting\***

(e.g. academic positions that do not report hourly but require a timecard)

<b>Pay Period</b>	<b>Employee Approval</b>	<b>Manager Approval</b>	<b>Pay Day</b>
1/1 - 1/31/2026	Monday, 2/2	Tuesday, 2/3	Friday, 1/30
2/1 - 2/28/2026	Monday, 3/2	Tuesday, 3/3	Friday, 2/27
3/1 - 3/31/2026	Tuesday, 3/31	Wednesday, 4/1	Wednesday, 4/1
4/1 - 4/30/2026	Thursday, 4/30	Friday, 5/1	Friday, 5/1
5/1 - 5/31/2026	Monday, 6/1	Tuesday, 6/2	Monday, 6/1

*\*Questions regarding employee-type for specific individuals?*

*Please contact our timekeeping team by email at [education-ucpath@ucsb.edu](mailto:education-ucpath@ucsb.edu)*

*\*\*Please note that due to campus holidays or system impacts, approval dates are earlier/later than usual.*