

Gevirtz Graduate School of Education

Timekeeping Approval Calendar

Fall 2025

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)

Pay Period	Employee Approval	Manager Approval	Pay Day
9/14 - 9/27/2025	Friday, 9/26	Monday, 9/29	Wednesday, 10/8
9/28 - 10/11/2025	Friday, 10/10	Monday, 10/13	Wednesday, 10/22
10/12 - 10/25/2025	Friday, 10/24	Monday, 10/27	Wednesday, 11/5
10/26 - 11/8/2025	** Thursday, 11/6	** Friday, 11/7	Wednesday, 11/19
11/9 - 11/22/2025	Friday, 11/21	Monday, 11/24	Wednesday, 12/3
11/23 - 12/6/2025	Friday, 12/5	Monday, 12/8	Wednesday, 12/17
12/7 - 12/20/2025	Friday, 12/19	Monday, 12/22	Wednesday, 12/31
12/21 - 1/3/2026	Friday, 1/2	Monday, 1/5	Wednesday, 1/14
1/4 - 1/17/2026	** Thursday, 1/15	** Friday, 1/16	Wednesday, 1/28

Monthly (MO) Employees - Positive Time Reporting*

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

Pay Period	Employee Approval	Manager Approval	Pay Day
9/11 - 10/10/2025	Friday, 10/10	Monday, 10/13	Friday, 10/31
10/11 - 11/10/2025	Monday, 11/10	** Wednesday, 11/12	Monday, 12/1
11/11 - 12/10/2025	Wednesday, 12/10	Thursday, 12/11	Thursday, 1/1
12/11 - 1/10/2026	Monday, 1/12	Tuesday, 1/13	Friday, 1/30

Monthly (MO) Employees - Exception Time Reporting*

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

Pay Period	Employee Approval	Manager Approval	Pay Day
9/1 - 9/30/2025	Tuesday, 9/30	Wednesday, 10/1	Wednesday, 10/1
10/1 - 10/31/2025	Friday, 10/31	Monday, 11/3	Friday, 10/31
11/1 - 11/30/2025	Monday, 12/1	Tuesday, 12/2	Monday, 12/1
12/1 - 12/31/2025	** Friday, 1/2	** Monday, 1/5	Thursday, 1/1
1/1 - 1/31/2026	Monday, 2/2	Tuesday, 2/3	Friday, 1/30

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

Please contact our timekeeping team by email at education-ucpath@ucsb.edu

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