



XAVIER UNIVERSITY OF LOUISIANA

Office of Human Resources

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 New Orleans, Louisiana 70125-1098
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2026 Non-Exempt Employee Pay/Approval Dates

No.	Payroll Period	EPAFs Originated	TCP Approval	Pay Date
1	Dec 22 - Jan 4		Jan 6	Jan 9
2	Jan 4 – Jan 17	Dec 23	Jan 19	Jan 23
3	Jan 18 – Jan 31	Jan 5	Feb 2	Feb 6
4	Feb 1 - Feb 14	Jan 19	Feb 16	Feb 20
5	Feb 15 – Feb 28	Feb 2	Mar 2	Mar 6
6	Mar 1 - Mar 14	Feb 16	Mar 16	Mar 20
7	Mar 15 – Mar 28	Mar 2	Mar 30	Apr 3
8	Mar 29 - Apr 11	Mar 16	Apr 13	Apr 17
9	Apr 12 – Apr 25	Mar 30	Apr 27	May 1
10	April 26 - May 9	Apr 13	May 11	May 15
11	May 10 – May 23	Apr 27	May 25	May 29
12	May 24 – Jun 6	May 11	Jun 9	Jun 12
13	Jun 7 – Jun 20	May 26	Jun 23	Jun 26
14	Jun 21 - Jul 4	Jun 8	Jul 6	Jul 10
15	Jul 5 – Jul 18	Jun 22	Jul 20	Jul 24
16	Jul 19 - Aug 1	Jul 7	Aug 3	Aug 7
17	Aug 2 - Aug 15	Jul 20	Aug 17	Aug 21
18	Aug 16 – Aug 29	Aug 4	Aug 31	Sept 4
19	Aug 30 – Sep 12	Aug 18	Sept 14	Sept 18
20	Sep 13 – Sept 26	Sept 1	Sept 28	Oct 2
21	Sep 27 - Oct 10	Sept 14	Oct 12	Oct 16
22	Oct 11 – Oct 24	Sept 29	Oct 26	Oct 30
23	Oct 25 - Nov 7	Oct 12	Nov 9	Nov 13
24	Nov 8 – Nov 21	Oct 26	Nov 23	Nov 27
25	Nov 22 - Dec 5	Nov 10	Dec 7	Dec 11
26	Dec 7 – Dec 20	Nov 8	Dec 21	Dec 24

All Non-Exempt timesheets must be approved in TCP by the Approver on or prior to the TCP approval date. *There will be no pay adjustments outside of the pay period.* **No Exceptions.**

Electronic Personnel Action Forms (EPAF) are due in Human Resources **two weeks** prior to the start of the pay period in which it is to be processed.