TO: South Texas College Faculty and Staff

FROM: Mary G. Del Paz, MBA, CPA, CFE, CGMA

Vice President for Finance and Administrative Services

DATE: May 13, 2025

SUBJECT: Transition from Semi-Monthly Payroll to Biweekly Payroll

## Dear Faculty and Staff,

We are pleased to inform you of an important update to pay dates. On February 25, 2025, the Board of Trustees approved the transition from the current semimonthly pay cycle to a biweekly pay cycle for all South Texas College employees, effective **September 1, 2025**.

## What This Means:

- **Current Pay Cycle:** Employees are paid twice a month (typically on the 15th and last business day of the month).
  - The last semimonthly paycheck will be issued on Monday, September 15,
    2025.
- New Pay Cycle: Beginning September 1, 2025, employees will be paid every other Friday, resulting in 26 pay periods per year instead of 24.
  - o The first biweekly paycheck will be issued on Friday, September 26, 2025.

**Why the Change?** This transition is part of our ongoing efforts to modernize payroll operations and processes. A biweekly pay cycle:

- Offers more consistent paydays (every other Friday).
- Streamlines timekeeping procedures, and overtime calculation, and overtime pay.
- Facilitates personal budgeting and financial planning for employees due to uniform pay dates and paycheck amounts.

To support all employees during this transition, a dedicated biweekly payroll website has been launched featuring general information, FAQs, and a variety of helpful resources.

## https://finance.southtexascollege.edu/businessoffice/biweekly-payroll/

In addition, informational sessions will be scheduled for July 2025. More information will be coming soon.

Below is the FY26 Biweekly Payroll schedule, which is also available on the Biweekly Payroll website.

All employees are encouraged to visit the website and review how the upcoming payroll change may impact them.

The goal is to provide a smooth and transparent transition for all employees. If you have questions or concerns, please contact the HR Payroll Office at 872-3802, HR Benefits at 872-3804, or the Business Office Payroll Department at 872-4641.

Thank you for your attention to this change and continued dedication to South Texas College.



## Biweekly Payroll Calendar Fiscal Year 2026

	September 2025							
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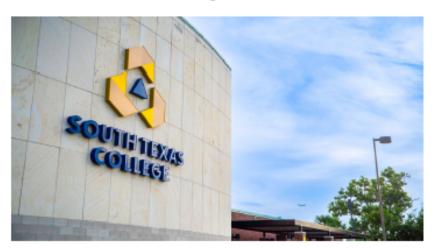
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		PAYROLL PERIO	D	CHECK DATE	S
SR	17	August	16 - 31	September	15
		Note: Last Semimonthly Pa	yroll		
BW	18	September	1 - 14	September	26
BW	19	September	15 - 28	October	10
BW	20	September / October	29 - 12	October	24
BW	21	October	13 - 26	November	7
BW	22	October / November	27 - 9	November	21
BW	23	November	10 - 23	December	5
BW	24	November / December	24 - 7	December	19
BW	25	December	8 - 21	January	2
BW	1	December / January	22 - 4	January	16
BW	2	January	5 - 18	January	30
BW	3	January / February	19 - 1	February	13
BW	4	February	2 - 15	February	27
BW	5	February / March	16 - 1	March	13
BW	6	March	2 - 15	March	27
BW	7	March	16 - 29	April	10
BW	8	March / April	30 - 12	April	24
BW	9	April	13 - 26	May	8
BW	10	April / May	27 - 10	May	22
BW	11	May	11 - 24	June	5
BW	12	May / June	25 - 7	June	18
BW	13	June	8 - 21	July	2
BW	14	June / July	22 - 5	July	17
BW	15	July	6 - 19	July	31
BW	16	July / August	20 - 2	August	14
BW	17	August	3 - 16	August	28

Timecards Due (Payroll period will be closed)
Pay Date
College Closed
College-Wide Professional Dev. Day



College Closed

	March 2026								
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August 2026									
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