



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.
 - 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						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

PAYROLL PERIOD			CHECK DATES	
SR 17	August	16 - 31	September	15
Note: Last Semimonthly Payroll				
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						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

