WHITTIER COLLEGE
PAYROLL OFFICE

2025 - 2026 MONTHLY PAYROLL SCHEDULE

Month	Pay Date	Day of the Week
July	07/25/2025	Friday
August	08/25/2025	Monday
September	09/25/2025	Thursday
October	10/24/2025	Friday
November	11/21/2025	Friday
December	12/19/2025	Friday
January	01/23/2026	Friday
February	02/25/2026	Wednesday
March	03/25/2026	Wednesday
April	04/24/2026	Friday
May	05/22/2026	Friday
June	06/25/2026	Thursday

Exempt administrative staff employees are required to complete a Monthly Payroll Report and submit to the Payroll Office with the supervisor's approval signature by the 15th of every month (unless noted otherwise by the payroll office). Monthly Payroll Reports must be submitted on a monthly basis even if no paid leave accruals (e.g. sick, vacation, holiday, etc.) are utilized. *Faculty positions are exempt from completing a Monthly Payroll Report.*