Casper College

Payroll & Holiday Schedules
FY 2026-2027
HUMAN RESOURCES, Gateway

Purpose

This document provides payroll dates, timecard deadlines, and Casper College (CC) holidays for fiscal year (FY) 2026–2027. Please use the employment type definitions below to identify the payroll schedule that applies to you.

Holiday Schedule

Independence Day	Fri, July 3, 2026
Labor Day	Mon, Sept 7, 2026
Fall Break	Mon, Oct 12 thru Tues, Oct 13, 2026 (offices open; faculty 2 days, *staff 1 day)
Thanksgiving Break	Weds, Nov 25 thru Fri, Nov 27, 2026
Winter Break	Weds, Dec 23, 2026 (*early release at President's discretion*); Thu, Dec 24, 2026 thru Fri, Jan 1, 2027 (campus closed; return Mon, Jan 4, 2027)
Equality Day	Mon, Jan 18, 2027
Presidents' Day	Mon, Feb 15, 2027
Spring Break	Mon, Mar 15 thru Fri, Mar 19, 2027 (offices open, faculty off; *staff 2 days)
Spring Holiday	Fri, Mar 26, 2027
Memorial Day	Mon, May 31, 2027

**Fall and Spring Staff break days must be taken by the end of the respective semester.*
Please note some departments may have their own defined holidays based on business needs.

Employment Type Definitions

- **Salaried Exempt (Administrative):** Full-time benefitted employees paid a set salary who are exempt from overtime requirements. These employees do not complete a timecard or comp card. (e.g. instructors, faculty, managers, supervisors, executives, etc.).
- **Salaried Non-Exempt (Classified)**: Full-time benefitted employees paid a set salary who are eligible for overtime/compensatory time under the FLSA. These employees must complete a comp card to record applicable additional hours worked. (e.g. administrative support specialists, facilities employees, campus security, etc.)
- **Part-time Hourly:** Employees paid based on hours worked. Hourly employees must record and submit all hours worked according to the deadlines listed in this schedule. (e.g. summer facilities, clinical adjunct faculty, museum and testing center assistants, etc.)
- **Student Worker:** Students employed by CC who are paid based on hours worked and must submit all hours worked according to the deadlines listed in this schedule.
- **Adjunct Faculty (non-clinical):** Part-time, exempt instructional faculty compensated on a course-by-course (stipend) basis. Adjunct faculty follow the salaried exempt payroll schedule; however, pay dates may vary based on course dates and duration. Contact your specific dean with questions about your course assignment or pay schedule.

Note: *Exempt and non-exempt classifications are determined by Casper College in accordance with the Fair Labor Standards Act (FLSA) and applicable U.S. Department of Labor requirements.*

Casper College

SALARIED EXEMPT & SALARIED NON-EXEMPT PAYROLL SCHEDULE

From	To	Direct Deposit Pay Day	Paper Check Pay Day
Thu, July 1, 2026	Fri, July 31, 2026	Thurs, July 30, 2026	Fri, July 31, 2026
Sat, Aug 1, 2026	Mon, Aug 31, 2026	Fri, Aug 28, 2026	Mon, Aug 31, 2026
Tues, Sept 1, 2026	Wed, Sept 30, 2026	Tues, Sept 29, 2026	Wed, Sept 30, 2026
Thurs, Oct 1, 2026	Sat, Oct 31, 2026	Thurs, Oct 29, 2026	Fri, Oct 30, 2026
Sun, Nov 1, 2026	Mon, Nov 30, 2026	Wed, Nov 25, 2026	Mon, Nov 30, 2026
Tues, Dec 1, 2026	Thurs, Dec 31, 2026	Wed, Dec 23, 2026	Wed, Dec 23, 2026
Fri, Jan 1, 2027	Sun, Jan 31, 2027	Thurs, Jan 28, 2027	Fri, Jan 29, 2027
Mon, Feb 1, 2027	Sun, Feb 28, 2027	Thurs, Feb 25, 2027	Fri, Feb 26, 2027
Mon, Mar 1, 2027	Wed, Mar 31, 2027	Tues, Mar 30, 2027	Wed, Mar 31, 2027
Thurs, Apr 1, 2027	Fri, Apr 30, 2027	Thurs, Apr 29, 2027	Fri, Apr 30, 2027
Sat, May 1, 2027	Mon, May 31, 2027	Thurs, May 27, 2027	Fri, May 28, 2027
Tues, June 1, 2027	Wed, June 30, 2027	Tues, June 29, 2027	Wed, June 30, 2027

Salaried and salaried non-exempt new hires will receive a prorated paycheck during the payroll month in which they are hired.

PART-TIME HOURLY & STUDENT WORKERS' PAYROLL SCHEDULE & SALARIED NON-EXEMPT COMP FORM DUE DATES

From	To	Timecards Due	Direct Deposit Pay Day	Paper Check Pay Day
Sun, Jun 14, 2026	Sat, July 11, 2026	Tues, July 14, 2026	Thurs, July 30, 2026	Fri, July 31, 2026
Sun, July 12, 2026	Sat, Aug 15, 2026	Tues, Aug 18, 2026	Fri, Aug 28, 2026	Mon, Aug 31, 2026
Sun, Aug 16, 2026	Sat, Sept 12, 2026	Tues, Sept 15, 2026	Tues, Sept 29, 2026	Wed, Sept 30, 2026
Sun, Sept 13, 2026	Sat, Oct 10, 2026	Tues, Oct 13, 2026	Thurs, Oct 29, 2026	Fri, Oct 30, 2026
Sun, Oct 11, 2026	Sat, Nov 7, 2026	Tues, Nov 10, 2026	Wed, Nov 25, 2026	Mon, Nov 30, 2026
Sun, Nov 8, 2026	Sat, Dec 5, 2026	Tues, Dec 8, 2026	Wed, Dec 23, 2026	Wed, Dec 23, 2026
Sun, Dec 6, 2026	Sat, Jan 9, 2027	Tues, Jan 12, 2027	Thurs, Jan 28, 2027	Fri, Jan 29, 2027
Sun, Jan 10, 2027	Sat, Feb 6, 2027	Tues, Feb 9, 2027	Thurs, Feb 25, 2027	Fri, Feb 26, 2027
Sun, Feb 7, 2027	Sat, Mar 6, 2027	Tues, Mar 9, 2027	Tues, Mar 30, 2027	Wed, Mar 31, 2027
Sun, Mar 7, 2027	Sat, Apr 10, 2027	Tues, Apr 13, 2027	Thurs, Apr 29, 2027	Fri, Apr 30, 2027
Sun, Apr 11, 2027	Sat, May 15, 2027	Tues, May 18, 2027	Thurs, May 27, 2027	Fri, May 28, 2027
Sun, May 16, 2027	Sat, June 12, 2027	Tues, June 15, 2027	Tues, June 29, 2027	Tues, June 29, 2027

Employees required to report time: Please submit all time in myCCinfo **by 5:00 p.m. on the Tuesday** following the end of the pay period. Supervisors must approve all time **by 5:00 p.m. Wednesday**.