



**PAYROLL PROCESSING CALENDAR  
2026**

<b>Bi-Weekly</b>	<b>Pay Period</b>	<b>Time Submitted/Approved by 4:00 pm (Every Friday)</b>	<b>Time Cards Submitted/Approved 24-Hour Services by 4:00 pm (Every Monday)</b>	<b>Check Date</b>
1	12/22/25 – 1/03/26	01/02/26	01/05/26	01/09/26
2	01/04/26 – 01/17/26	01/16/26	01/19/26	01/23/26
3	01/18/26 – 01/31/26	01/30/26	02/02/26	02/06/26
4	02/01/26 – 02/14/26	02/13/26	02/16/26	02/20/26
5	02/15/26 – 02/28/26	02/27/26	03/02/26	03/06/26
6	03/01/26 – 03/14/26	03/13/26	03/16/26	03/20/26
7	03/15/26 – 03/28/26	03/27/26	03/30/26	04/03/26
8	03/29/26 – 04/11/26	04/10/26	04/13/26	04/17/26
9	04/12/26 – 04/25/26	04/24/26	04/27/26	05/01/26
10	04/26/26 – 05/09/26	05/08/26	05/11/26	05/15/26
11	05/10/26 – 05/23/26	05/22/26	05/25/26	05/29/26
12	05/24/26 – 06/06/26	06/05/26	06/08/26	06/12/26
13	06/07/26 – 06/20/26	06/19/26	06/22/26	06/26/26
14	06/21/26 – 07/04/26	07/03/26	07/06/26	07/10/26
15	07/05/26 – 07/18/26	07/17/26	07/20/26	07/24/26
16	07/19/26 – 08/01/26	07/31/26	08/03/26	08/07/26
17	08/02/26 – 08/15/26	08/14/26	08/17/26	08/21/26
18	08/16/26 – 08/29/26	08/28/26	08/31/26	09/04/26
19	08/30/26 – 09/12/26	09/11/26	09/14/26	09/18/26
20	09/13/26 – 09/26/26	09/25/26	09/28/26	10/02/26
21	09/27/26 – 10/10/26	10/09/26	10/12/26	10/16/26
22	10/11/26 – 10/24/26	10/23/26	10/26/26	10/30/26
23	10/25/26 – 11/07/26	11/06/26	11/09/26	11/13/26
24	11/08/26 – 11/21/26	11/20/26	11/23/26	11/25/26
25	11/22/26 – 12/05/26	12/04/26	12/07/26	12/11/26
26	12/06/26 – 12/19/26	12/18/26	12/21/2026	12/18/26