

2026 - Payroll Processing Schedule

Weekly Paid Employees

Weekly paid employees receive their pay for one week in arrears, with standard pay dates occurring on **Fridays** unless otherwise specified. To ensure timely processing, employees must submit their timesheet(s) by the end of their scheduled workweek. Supervisors are required to review and approve timesheets no later than **12:00 PM** on Tuesdays of the following week. This timeline ensures accurate and prompt payroll processing.

Semi-Monthly/Monthly Paid Employees

Semi-monthly paid employees receive their pay on the **15th** and the **last business day** of each month. Monthly paid employees are paid on the **last business day** of each month. When a scheduled pay date falls on a weekend or holiday, payment is issued on the preceding business day.

Please note: **Changes or adjustments** made after the designated payroll deadline will be applied to the **next payroll cycle**. Timely submissions are essential to ensure accurate and prompt payment.

Payroll Deadline by 12 Noon	Pay Dates
01/12/2026	01/15/2026
01/27/2026	01/30/2026
02/10/2026	02/13/2026
02/24/2026	02/27/2026
03/10/2026	03/13/2026
03/26/2026	03/31/2026
04/10/2026	04/15/2026
04/27/2026	04/30/2026
05/12/2026	05/15/2026
05/26/2026	05/29/2026
06/10/2026	06/15/2026
06/25/2026	06/30/2026
07/10/2026	07/15/2026
07/28/2026	07/31/2026
08/11/2026	08/14/2026
08/26/2026	08/31/2026
09/10/2026	09/15/2026
09/25/2026	09/30/2026
10/12/2026	10/15/2026
10/27/2026	10/30/2026
11/10/2026	11/13/2026
11/24/2026	11/30/2026
12/10/2026	12/15/2025
12/21/2026	12/31/2026