

## Bi-Weekly Payroll Schedule 2026

Due dates for bi-weekly departmental paper Time Sheets, Employee Personal Record Sheets and Web Time Entry for the calendar year 2026.

Submission of Time Entry as well as all paper Time Sheets and Personal Record Sheets are due in Human Resources no later than **10:00 AM** on Due Date shown. Supervisors must approve time no later than **4:30 PM** on Due Date shown.

**2026 Paid Holidays:** New Year's Day (01/01/2026), Martin Luther King Day (01/19/2026), Good Friday (04/03/2026), Easter Monday (04/06/2026), Memorial Day (05/25/2026), Juneteenth (06/19/2026), Independence Day (07/03/2026), Labor Day (09/07/2026), Day Before Thanksgiving, Thanksgiving Day and Day After Thanksgiving (11/25-11/27/2026), Christmas Eve (12/24/2026), Christmas Day (12/25/2026), Feast of the Immaculate Conception (12/28/2026).

Pay Period Start	Pay Period End	Due Date	Pay Date
12/14/2025	12/27/2025	12/15/2025	01/02/2026
12/28/2025	01/10/2026	01/09/2026	01/16/2026
01/11/2026	01/24/2026	01/23/2026	01/30/2026
01/25/2026	02/07/2026	02/06/2026	02/13/2026
02/08/2026	02/21/2026	02/20/2026	02/27/2026
02/22/2026	03/07/2026	03/06/2026	03/13/2026
03/08/2028	03/21/2026	03/20/2026	03/27/2026
03/22/2026	04/04/2026	<b>04/02/2026</b>	04/10/2026
04/05/2026	04/18/2026	04/17/2026	04/24/2026
04/19/2026	05/02/2026	05/01/2026	05/08/2026
05/03/2026	05/16/2026	05/15/2026	05/22/2026
05/17/2026	05/30/2026	05/29/2026	06/05/2026
05/31/2026	06/13/2026	06/12/2026	<b>06/18/2026</b>
06/14/2026	06/27/2026	06/26/2026	07/03/2026
06/28/2026	07/11/2026	07/10/2026*	07/17/2026
07/12/2026	07/25/2026	07/24/2026	07/31/2026
07/26/2026	08/08/2026	08/07/2026	08/14/2026
08/09/2026	08/22/2026	08/21/2026	08/28/2026
08/23/2026	09/05/2026	<b>09/03/2026</b>	09/11/2026
09/06/2026	09/19/2026	09/18/2026	09/25/2026
09/20/2026	10/03/2026	10/02/2026	10/09/2026
10/04/2026	10/17/2026	10/16/2026	10/23/2026
10/18/2026	10/31/2026	10/30/2026	11/06/2026
11/01/2026	11/14/2026	11/13/2026	11/20/2026
11/15/2026	11/28/2026	<b>11/24/2026</b>	12/04/2026
11/29/2026	12/12/2026	<b>12/09/2026</b>	12/18/2026
12/13/2026	12/26/2026	<b>12/14/2026</b>	<b>12/31/2026</b>
12/27/2026	01/09/2027	01/08/2027	01/15/2027

\*Paper EPRS may be requested earlier than the time sheet/time entry due date for Fiscal Year End purposes