

TO: **Full and Part time Personnel**
 Subject: **Payroll Schedule for 2026**
 Date: 12/1/2025

Listed below is the schedule for the 24 pay periods for calendar year 2026.

Pay Date: Date employees are paid for the pay period and/or the exception hours from the timesheet period

Pay Period: Semi-monthly payment for all regular fixed wages (salary, incentive, longevity, swing differential, bilingual, and all additional percentage differential pay)

Time Sheet Period: Period for reporting all exception hours worked (pay on an hourly rate basis): Part-time status employees, overtime hours, overtime earned for conversion to comp-time hours, acting hours, etc.

Employee and Supervisor Due Date: Hours for the period must be entered, approved, and submitted by each due date

Payroll	Pay Date	Pay Period (Salary Pay)	Time Sheet Period	Employee Due Date			Supervisor Due Date		
				Month	Day	Year	Month	Day	Year
1 / 2026	January 16 2026	January 01 - 15	Dec 16th - Dec 31st	January	2	2026	January	5	2026
2 / 2026	January 30 2026	January 16 - 31	Jan 1st - Jan 15th	January	16	2026	January	20	2026
3 / 2026	February 13 2026	February 01 - 15	Jan 16th - Jan 31st	February	2	2026	February	3	2026
4 / 2026	February 27 2026	February 16 - 28	Feb 1st - Feb 15th	February	17	2026	February	18	2026
5 / 2026	March 16 2026	March 01 - 15	Feb 16th - Feb 28th	March	2	2026	March	3	2026
6 / 2026	April 1 2026	March 16 - 31	Mar 1st - Mar 15th	March	17	2026	March	18	2026
7 / 2026	April 16 2026	April 01 - 15	Mar 16th - Mar 31st	April	1	2026	April	2	2026
8 / 2026	May 1 2026	April 16 - 30	Apr 1st - Apr 15th	April	16	2026	April	17	2026
9 / 2026	May 15 2026	May 01 - 15	Apr 16th - Apr 30th	May	1	2026	May	4	2026
10 / 2026	June 01 2026	May 16 - 31	May 1st - May 15th	May	18	2026	May	19	2026
11 / 2026	June 16 2026	June 01 - 15	May 16th - May 31st	June	2	2026	June	3	2026
12 / 2026	July 1 2026	June 16 - 30	Jun 1st - Jun 15th	June	16	2026	June	17	2026
13 / 2026	July 16 2026	July 01 - 15	Jun 16th - Jun 30th	July	1	2026	July	2	2026
14 / 2026	July 31 2026	July 16 - 31	Jul 1st - Jul 15th	July	16	2026	July	17	2026
15 / 2026	August 14 2026	August 01 - 15	Jul 16th - Jul 31st	August	3	2026	August	4	2026
16 / 2026	September 01 2026	August 16 - 31	Aug 1st - Aug 15th	August	17	2026	August	18	2026
17 / 2026	September 16 2026	September 01 - 15	Aug 16th - Aug 31st	September	1	2026	September	2	2026
18 / 2026	October 1 2026	September 16 - 30	Sep 1st - Sep 15th	September	16	2026	September	17	2026
19 / 2026	October 16 2026	October 01 - 15	Sep 16th - Sep 30th	October	1	2026	October	2	2026
20 / 2026	October 30 2026	October 16 - 31	Oct 1st - Oct 15th	October	16	2026	October	19	2026
21 / 2026	November 16 2026	November 01 - 15	Oct 16th - Oct 31st	November	2	2026	November	3	2026
22 / 2026	December 1 2026	November 16 - 30	Nov 1st - Nov 15th	November	16	2026	November	17	2026
23 / 2026	December 16 2026	December 01 - 15	Nov 16th - Nov 30th	December	1	2026	December	2	2026
24 / 2026	December 31 2026	December 16 - 31	Dec 1st - Dec 15th	December	16	2026	December	17	2026

FULL-TIME EMPLOYEES: *full-time employees' Time Off and Time Entry must be entered, submitted, and approved no later than 3:00 p.m. on the due dates for each period listed.*

PART-TIME EMPLOYEES: Must submit all part-time employees timesheet to Payroll on the Supervisor Due Dates.

If payable hours for the period are submitted late, the affected employee(s) will be paid for those hours on the next pay date. It is not the intent of the Finance Department to issue special checks.

***** Please note the deadline date for payroll changes to appear on the paycheck. The due date to submit deduction change forms such as W-4s, deferred compensation, direct deposits, etc. are:**

5th of the month for changes that will take effect on the **15th of the month check**

20th of the month for changes that will take effect on the **end of the month check**