

2026		Bi-Weekly & 28-Day Pay Schedule							2026	
	Thursday	Wednesday	Wednesday	Thursday	Friday	CONFIRM	Friday	Notes	PR#	
D= 28-Day Default Pay	Pay Periods		Employees	Managers	Department Payroll Reps	Department Payroll Reps	Pay Day			
	Start Date	End Date	Approve Their Time by the End of the Day	Approve Staff Time by the End of the Day.	Review Time Cards Sign Off by 12 p.m.	Confirm Paysheets by 12 p.m.				
Timekeeper	Dec-11	Dec-24	Dec-23	Dec-23	Dec-24	Dec-29	Jan-02	Timecards @ 5PM Confirm @ 2	1	
D	Dec-25	Jan-07	Jan-07	Jan-08	Jan-09	Jan-13	Jan-16		2	
Timekeeper	Jan-08	Jan-21	Jan-21	Jan-22	Jan-23	Jan-27	Jan-30		3	
D	Jan-22	Feb-04	Feb-04	Feb-05	Feb-06	Feb-10	Feb-13		4	
Timekeeper	Feb-05	Feb-18	Feb-18	Feb-19	Feb-20	Feb-24	Feb-27		5	
D	Feb-19	Mar-04	Mar-04	Mar-05	Mar-06	Mar-10	Mar-13		6	
Timekeeper	Mar-05	Mar-18	Mar-18	Mar-19	Mar-20	Mar-24	Mar-27		7	
D	Mar-19	Apr-01	Apr-01	Apr-02	Apr-03	Apr-07	Apr-10		8	
Timekeeper	Apr-02	Apr-15	Apr-15	Apr-16	Apr-17	Apr-21	Apr-24		9	
D	Apr-16	Apr-29	Apr-29	Apr-30	May-01	May-05	May-08		10	
Timekeeper	Apr-30	May-13	May-13	May-14	May-15	May-19	May-22		11	
D	May-14	May-27	May-27	May-28	May-29	Jun-02	Jun-05		12	
Timekeeper	May-28	Jun-10	Jun-10	Jun-11	Jun-12	Jun-15	Jun-18	Confirm @ 2	13	
D	Jun-11	Jun-24	Jun-24	Jun-25	Jun-26	Jun-29	Jul-02	Confirm @ 2	14	
Timekeeper	Jun-25	Jul-08	Jul-08	Jul-09	Jul-10	Jul-14	Jul-17		15	
D	Jul-09	Jul-22	Jul-22	Jul-23	Jul-24	Jul-28	Jul-31		16	
Timekeeper	Jul-23	Aug-05	Aug-05	Aug-06	Aug-07	Aug-11	Aug-14		17	
D	Aug-06	Aug-19	Aug-19	Aug-20	Aug-21	Aug-25	Aug-28		18	
Timekeeper	Aug-20	Sep-02	Sep-02	Sep-03	Sep-04	Sep-08	Sep-11		19	
D	Sep-03	Sep-16	Sep-16	Sep-17	Sep-18	Sep-22	Sep-25		20	
Timekeeper	Sep-17	Sep-30	Sep-30	Oct-01	Oct-02	Oct-06	Oct-09		21	
D	Oct-01	Oct-14	Oct-14	Oct-15	Oct-16	Oct-20	Oct-23		22	
Timekeeper	Oct-15	Oct-28	Oct-28	Oct-29	Oct-30	Nov-03	Nov-06		23	
D	Oct-29	Nov-11	Nov-11	Nov-12	Nov-13	Nov-17	Nov-20		24	
Timekeeper	Nov-12	Nov-25	Nov-24	Nov-24	Nov-25	Dec-01	Dec-04	Timecards @ 5PM	25	
D	Nov-26	Dec-09	Dec-09	Dec-10	Dec-11	Dec-15	Dec-18		26	
Timekeeper	Dec-10	Dec-23	Dec-21	Dec-22	Dec-23	Dec-28	Dec-31	Timecards @ 5PM Confirm @ 2	27	
Department Payroll Reps 2026		Wednesday — Pay Period End Date: All Personnel Actions must be received by Payroll by 5 p.m.								
		Thursday — 1 day after Pay Period End Date: Review all your Personnel Workflows. Notify Payroll via email of any corrections.								
		Friday — 2 days after Pay Period End Date: Payroll Reps must Sign Off on all Time Cards by 12 p.m.								
		** Timescards signed-off Early			*** Paysheets Confirm Early @ 2:00 P.M.					
		Tuesday before Pay Date: Finish Reviewing Pay Sheets . Notify Payroll by 12:00 p.m. with any Corrections or reply OK to email if all Pay Sheets are correct.								