STAFF PAYROLL SCHEDULE (2026-2027)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	HELPFUL INFO
DOCUMENTS/TIME CARDS DUE EARLY					
04/25/26 - 05/08/26	04/25/26	05/08/26	05/11/26	05/15/26	
05/09/26 - 05/22/26	05/08/26	05/22/26	05/25/26	05/29/26	
05/23/26 - 06/05/26	05/22/26	06/05/26	06/08/26	06/12/26	*Memorial Day May 25
06/06/26 - 06/19/26	06/05/26	06/19/26	06/22/26	06/26/26	*Juneteenth June 19
06/20/26 - 07/03/26	06/19/26	07/03/26	07/06/26	07/10/26	*Independence Day July 3
07/04/26 - 07/17/26	07/03/26	07/17/26	07/20/26	07/24/26	
07/18/26 - 07/31/26	07/17/26	07/31/26	08/03/26	08/07/26	
08/01/26 - 08/14/26	07/31/26	08/14/26	08/17/26	08/21/26	
08/15/26 - 08/28/26	08/14/26	08/28/26	08/31/26	09/04/26	
08/29/26 - 09/11/26	08/28/26	09/11/26	09/14/26	09/18/26	*Labor Day September 7
09/12/26 - 09/25/26	09/11/26	09/25/26	09/28/26	10/02/26	
09/26/26 - 10/09/26	09/25/26	10/09/26	10/12/26	10/16/26	
10/10/26 - 10/23/26	10/09/26	10/23/26	10/26/26	10/30/26	
10/24/26 - 11/06/26	10/23/26	11/06/26	11/09/26	11/13/26	
11/07/26 - 11/20/26	11/06/26	11/20/26	11/23/26	11/27/26	*Veterans Day November 11
11/21/26 - 12/04/26	11/20/26	12/04/26	12/07/26	12/11/26	*Thanksgiving November 26-27
12/05/26 - 12/18/26	12/04/26	12/18/26	12/21/26	12/24/26	
12/19/26 - 01/01/27	12/18/26	01/01/27	01/04/27	01/08/27	*Christmas Holiday December 24 & 25 *Winter Break December 20-January 3 *New Year January 1
01/02/27 - 01/15/27	01/01/27	01/15/27	01/18/27	01/22/27	
01/16/27 - 01/29/27	01/15/27	01/29/27	02/01/27	02/05/27	*Martin Luther King Day January 18
01/30/27 - 02/12/27	01/29/27	02/12/27	02/15/27	02/19/27	
02/13/27 - 02/26/27	02/12/27	02/26/27	03/01/27	03/05/27	
02/27/27 - 03/12/27	02/26/27	03/12/27	03/15/27	03/19/27	
03/13/27 - 03/26/27	03/12/27	03/26/27	03/29/27	04/02/27	
03/27/27 - 04/09/27	03/26/27	04/09/27	04/12/27	04/16/27	
04/10/27 - 04/23/27	04/09/27	04/23/27	04/26/27	04/30/27	
04/24/27 - 05/07/27	04/23/27	05/07/27	05/10/27	05/14/27	
05/08/27 - 05/21/27	05/07/27	05/21/27	05/24/27	05/28/27	
05/22/27 - 06/04/27	05/21/27	06/04/27	06/07/27	06/11/27	*Memorial Day May 31
06/05/27 - 06/18/27	06/04/27	06/18/27	06/21/27	06/25/27	*Juneteenth June 18
06/19/27 - 07/02/27	06/18/27	07/02/27	07/05/27	07/09/27	*Independence Day July 5
07/03/27 - 07/16/27	07/02/27	07/16/27	07/19/27	07/23/27	
07/17/27 - 07/30/27	07/16/27	07/30/27	08/02/27	08/06/27	

OBSERVED HOLIDAYS/BREAKS

- Memorial Day - May 25, 2026
- Juneteenth - June 19, 2026
- Summer Break - June 29-July 2, 2026
- Independence Day - July 3, 2026
- Labor Day - September 7, 2026
- Veterans Day - November 11, 2026
- Thanksgiving - November 26-27, 2026
- Christmas Holiday - December 24 & 25, 2026
- Winter Break - December 26, 2026-December 31, 2026
- New Year - January 1, 2027
- Martin Luther King Day - January 18, 2027
- Memorial Day - May 31, 2027
- Juneteenth - June 18, 2027
- Independence Day - July 5, 2027