

Contract Employee Payroll Schedule

Deadline to HR for All Contract Transactions	Deadline to Request Manual Checks	Contract Paylines Open	Employee Deadline to Enter Time	Manager Deadline to Approve Time	Payroll Transmittal	Paydate	Pay Period #
Monday, December 15, 2025	Tuesday, January 20, 2026	Tuesday, January 20, 2026	Tuesday, January 20, 2026	Wednesday, January 21, 2026	Tuesday, January 27, 2026	Friday, January 30, 2026	1
Tuesday, January 20, 2026	Tuesday, February 17, 2026	Tuesday, February 17, 2026	Tuesday, February 17, 2026	Wednesday, February 18, 2026	Tuesday, February 24, 2026	Friday, February 27, 2026	2
Thursday, February 19, 2026	Monday, March 23, 2026	Wednesday, March 18, 2026	Wednesday, March 18, 2026	Thursday, March 19, 2026	Wednesday, March 25, 2026	Monday, March 30, 2026	3
Monday, March 23, 2026	Monday, April 20, 2026	Monday, April 20, 2026	Monday, April 20, 2026	Tuesday, April 21, 2026	Monday, April 27, 2026	Thursday, April 30, 2026	4
Wednesday, April 22, 2026	Monday, May 18, 2026	Tuesday, May 19, 2026	Tuesday, May 19, 2026	Wednesday, May 20, 2026	Tuesday, May 26, 2026	Friday, May 29, 2026	5
Thursday, May 21, 2026	Monday, June 22, 2026	Wednesday, June 17, 2026	Wednesday, June 17, 2026	Thursday, June 18, 2026	Thursday, June 25, 2026	Tuesday, June 30, 2026	6
Monday, June 22, 2026	Friday, July 24, 2026	Tuesday, July 21, 2026	Tuesday, July 21, 2026	Wednesday, July 22, 2026	Tuesday, July 28, 2026	Friday, July 31, 2026	7
Thursday, July 23, 2026	Monday, August 24, 2026	Wednesday, August 19, 2026	Wednesday, August 19, 2026	Thursday, August 20, 2026	Wednesday, August 26, 2026	Monday, August 31, 2026	8
Monday, August 24, 2026	Monday, September 21, 2026	Friday, September 18, 2026	Friday, September 18, 2026	Monday, September 21, 2026	Friday, September 25, 2026	Wednesday, September 30, 2026	9
Wednesday, September 23, 2026	Monday, October 19, 2026	Tuesday, October 20, 2026	Tuesday, October 20, 2026	Wednesday, October 21, 2026	Tuesday, October 27, 2026	Friday, October 30, 2026	10
Friday, October 16, 2026	Monday, November 16, 2026	Friday, November 13, 2026	Friday, November 13, 2026	Monday, November 16, 2026	Friday, November 20, 2026	Monday, November 30, 2026	11
Friday, November 6, 2026	Monday, December 7, 2026	Monday, December 7, 2026	Friday, December 4, 2026	Monday, December 7, 2026	Friday, December 11, 2026	Wednesday, December 16, 2026	12