

**TIME SHEETS ARE DUE BEFORE 3PM ON FRIDAY OR BEFORE 3PM ON THE THURSDAY
WHEN A HOLIDAY FALLS ON THE MONDAY**

HOURLY EMPLOYEES

<u>DUE DATE FOR WEEKLY SUBMISSION OF HOURLY TIMESHEET</u>	<u>PAY DATES</u>
JANUARY 2 ND 2026	JANUARY 28 TH , 2026
JANUARY 9 TH 2026	JANUARY 28 TH 2026
JANUARY 16 TH 2026	FEBRUARY 11 TH 2026
JANUARY 23 RD 2026	FEBRUARY 11 TH 2026
JANUARY 30 TH 2026	FEBRUARY 25 TH 2026
FEBRUARY 6 TH 2026	FEBRUARY 25 TH 2026
FEBRUARY 13 TH 2026	MARCH 11 TH 2026
FEBRUARY 20 TH 2026	MARCH 11 TH 2026
FEBRUARY 27 TH 2026	MARCH 25 TH 2026
MARCH 6 TH 2026	MARCH 25 TH 2026
MARCH 13 TH 2026	APRIL 8 TH 2026
MARCH 20 TH 2026	APRIL 8 TH 2026
MARCH 27 TH 2026	APRIL 22 ND 2026
APRIL 3 RD 2026	APRIL 22 ND 2026
APRIL 10 th 2026	MAY 6 TH 2026
APRIL 17 TH 2026	MAY 6 TH 2026
APRIL 24 TH 2026	MAY 20 TH 2026
MAY 1 ST 2026	MAY 20 TH 2026
MAY 8 TH 2026	JUNE 3 RD 2026

*** Please note that the due dates indicate every Friday to submit time sheets and pay dates indicate when you will receive a paycheck.**