

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

**HOURLY EMPLOYEES**

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

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