

ABSENCE REQUESTS, TIMESHEET ENTRIES, APPROVAL DEADLINES 2026**Reporting is due at 9:00AM****Approvals are due at 10:00AM**

DATE DUE	FOR PAY PERIOD
Wednesday, January 14 2026	01/01/26 - 01/15/26
Friday, January 30 2026	01/16/26 - 01/31/26
Friday, February 13 2026	02/01/26 - 02/15/26
Friday, February 27 2026	02/16/26 - 02/28/26
Friday, March 13 2026	03/01/26 - 03/15/26
Tuesday, March 31 2026	03/16/26 - 03/31/26
Wednesday, April 15 2026	04/01/26 - 04/15/26
Thursday, April 30 2026	04/16/26 - 04/30/26
Thursday, May 14 2026	05/01/26 - 05/15/26
Friday, May 29 2026	05/16/26 - 05/31/26
Monday, June 15 2026	06/01/26 - 06/15/26
Tuesday, June 30 2026	06/16/26 - 06/30/26
Wednesday, July 15 2026	07/01/26 - 07/15/26
Thursday, July 30 2026	07/16/26 - 07/31/26
Friday, August 14 2026	08/01/26 - 08/15/26
Monday, August 31 2026	08/16/26 - 08/31/26
Tuesday, September 15 2026	09/01/26 - 09/15/26
Wednesday, September 30 2026	09/16/26 - 09/30/26
Thursday, October 15 2026	10/01/26 - 10/15/26
Friday, October 30 2026	10/16/26 - 10/31/26
Friday, November 13 2026	11/01/26 - 11/15/26
Monday, November 30 2026	11/16/26 - 11/30/26
Tuesday, December 15 2026	12/01/26 - 12/15/26
Wednesday, December 30 2026	12/16/26 - 12/31/26