

2026 Timesheet Deadlines

To manage the entry into the system the following deadlines must be met to be paid for each pay period

Pay Period				For time worked by	Forms Submitted to Manager or Financial Officer by Monday 8am	Manager approvals	Completed Payroll entry
PP0126	PT	12/14/25	- 12/27/25	27-Dec-25	2-Jan-26	2-Jan-26	5-Jan-26
	FT	12/28/25	- 01/10/26				
PP0226	PT	12/28/25	- 01/10/26	10-Jan-26	12-Jan-26	13-Jan-26	15-Jan-26
	FT	01/11/26	- 01/24/26				
PP0326	PT	01/11/26	- 01/24/26	24-Jan-26	26-Jan-26	27-Jan-26	29-Jan-26
	FT	01/25/26	- 02/07/26				
PP0426	PT	01/25/26	- 02/07/26	7-Feb-26	9-Feb-26	10-Feb-26	12-Feb-26
	FT	02/08/26	- 02/21/26				
PP0526	PT	02/08/26	- 02/21/26	21-Feb-26	23-Feb-26	24-Feb-26	26-Feb-26
	FT	02/22/26	- 03/07/26				
PP0626	PT	02/22/26	- 03/07/26	7-Mar-26	9-Mar-26	10-Mar-26	12-Mar-26
	FT	03/08/26	- 03/21/26				
PP0726	PT	03/08/26	- 03/21/26	21-Mar-26	23-Mar-26	24-Mar-26	26-Mar-26
	FT	03/22/26	- 04/04/26				
PP0826	PT	03/22/26	- 04/04/26	4-Apr-26	6-Apr-26	7-Apr-26	9-Apr-26
	FT	04/05/26	- 04/18/26				
PP0926	PT	04/05/26	- 04/18/26	18-Apr-26	20-Apr-26	21-Apr-26	23-Apr-26
	FT	04/19/26	- 05/02/26				
PP1026	PT	04/19/26	- 05/02/26	2-May-26	4-May-26	5-May-26	7-May-26
	FT	05/03/26	- 05/16/26				
PP1126	PT	05/03/26	- 05/16/26	16-May-26	19-May-26	19-May-26	21-May-26
	FT	05/17/26	- 05/30/26				
PP1226	PT	05/17/26	- 05/30/26	30-May-26	1-Jun-26	2-Jun-26	4-Jun-26
	FT	05/31/26	- 06/13/26				
PP1326	PT	05/31/26	- 06/13/26	13-Jun-26	15-Jun-26	16-Jun-26	18-Jun-26
	FT	06/14/26	- 06/27/26				
PP1426	PT	06/14/26	- 06/27/26	27-Jun-26	29-Jun-26	2-Jul-26	3-Jul-26
	FT	06/28/26	- 07/11/26				
PP1526	PT	06/28/26	- 07/11/26	11-Jul-26	13-Jul-26	14-Jul-26	16-Jul-26
	FT	07/12/26	- 07/25/26				

Forms legend: Digital timesheet, paper timesheet, exception forms, OT forms, shift prem forms

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PP1626	PT	07/12/26	-	07/25/26	25-Jul-26	27-Jul-26	28-Jul-26	30-Jul-26
	FT	07/26/26	-	08/08/26				
PP1726	PT	07/26/26	-	08/08/26	8-Aug-26	10-Aug-26	11-Aug-26	13-Aug-26
	FT	08/09/26	-	08/22/26				
PP1826	PT	08/09/26	-	08/22/26	22-Aug-26	24-Aug-26	25-Aug-26	27-Aug-26
	FT	08/23/26	-	09/05/26				
PP1926	PT	08/23/26	-	09/05/26	5-Sep-26	7-Sep-26	8-Sep-26	10-Sep-26
	FT	09/06/26	-	09/19/26				
PP2026	PT	09/06/26	-	09/19/26	19-Sep-26	21-Sep-26	22-Sep-26	24-Sep-26
	FT	09/20/26	-	10/03/26				
PP2126	PT	09/20/26	-	10/03/26	3-Oct-26	5-Oct-26	6-Oct-26	8-Oct-26
	FT	10/04/26	-	10/17/26				
PP2226	PT	10/04/26	-	10/17/26	17-Oct-26	19-Oct-26	20-Oct-26	22-Oct-26
	FT	10/18/26	-	10/31/26				
PP2326	PT	10/18/26	-	10/31/26	31-Oct-26	2-Nov-26	3-Nov-26	5-Nov-26
	FT	11/01/26	-	11/14/26				
PP2426	PT	11/01/26	-	11/14/26	14-Nov-26	16-Nov-26	17-Nov-26	19-Nov-26
	FT	11/15/26	-	11/28/26				
PP2526	PT	11/15/26	-	11/28/26	28-Nov-26	30-Nov-26	1-Dec-26	3-Dec-26
	FT	11/29/26	-	12/12/26				
PP2626	PT	11/29/26	-	12/12/26	12-Dec-26	14-Dec-26	14-Dec-26	16-Dec-26
	FT	12/13/26	-	12/26/26				
*Last week of year - no extensions								
**change due to holiday								

Forms legend: Digital timesheet, paper timesheet, exception forms, OT forms, shift prem forms