

## 2026 Human Resource/Payroll Working Calendar

### Bi-Weekly Employees (Hourly Community Service))

Pay Frequency: 43

| Pay Run ID<br>(for Payroll use only) | Pay Period<br>(Timesheets <u>must</u> be submitted by the<br>end of the day of the pay period) | Deadline for approving<br>Timesheets <sup>1 2</sup><br>( <u>Approved in HRMS and due in</u><br><u>Payroll by 6:00 pm</u> ) | Pay Date   |
|--------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------|
| BW3122525                            | 12/12/2025 - 12/25/2025                                                                        | <b>12/19/2025*</b>                                                                                                         | 01/09/2026 |
| BW3010826                            | 12/26/2025 - 01/08/2026                                                                        | <b>01/09/2026</b>                                                                                                          | 01/23/2026 |
| BW3012226                            | 01/09/2026 - 01/22/2026                                                                        | <b>01/23/2026</b>                                                                                                          | 02/06/2026 |
| BW3020526                            | 01/23/2026 - 02/05/2026                                                                        | <b>02/06/2026</b>                                                                                                          | 02/20/2026 |
| BW3021926                            | 02/06/2026 - 02/19/2026                                                                        | <b>02/20/2026</b>                                                                                                          | 03/06/2026 |
| BW3030526                            | 02/20/2026 - 03/05/2026                                                                        | <b>03/06/2026</b>                                                                                                          | 03/20/2026 |
| BW3031926                            | 03/06/2026 - 03/19/2026                                                                        | <b>03/20/2026</b>                                                                                                          | 04/03/2026 |
| BW3040226                            | 03/20/2026 - 04/02/2026                                                                        | <b>04/03/2026</b>                                                                                                          | 04/17/2026 |
| BW3041626                            | 04/03/2026 - 04/16/2026                                                                        | <b>04/17/2026</b>                                                                                                          | 05/01/2026 |
| BW3043026                            | 04/17/2026 - 04/30/2026                                                                        | <b>05/01/2026</b>                                                                                                          | 05/15/2026 |
| BW3051426                            | 05/01/2026 - 05/14/2026                                                                        | <b>05/15/2026</b>                                                                                                          | 05/29/2026 |
| BW3052826                            | 05/15/2026 - 05/28/2026                                                                        | <b>05/29/2026</b>                                                                                                          | 06/12/2026 |
| BW3061126                            | 05/29/2026 - 06/11/2026                                                                        | <b>06/12/2026</b>                                                                                                          | 06/26/2026 |
| BW3062526                            | 06/12/2026 - 06/25/2026                                                                        | <b>06/26/2026</b>                                                                                                          | 07/10/2026 |
| BW3070926                            | 06/26/2026 - 07/09/2026                                                                        | <b>07/10/2026</b>                                                                                                          | 07/24/2026 |
| BW3072326                            | 07/10/2026 - 07/23/2026                                                                        | <b>07/24/2026</b>                                                                                                          | 08/07/2026 |
| BW3080626                            | 07/24/2026 - 08/06/2026                                                                        | <b>08/07/2026</b>                                                                                                          | 08/21/2026 |
| BW3082026                            | 08/07/2026 - 08/20/2026                                                                        | <b>08/21/2026</b>                                                                                                          | 09/04/2026 |
| BW3090326                            | 08/21/2026 - 09/03/2026                                                                        | <b>09/04/2026</b>                                                                                                          | 09/18/2026 |
| BW3091726                            | 09/04/2026 - 09/17/2026                                                                        | <b>09/18/2026</b>                                                                                                          | 10/02/2026 |
| BW3100126                            | 09/18/2026 - 10/01/2026                                                                        | <b>10/02/2026</b>                                                                                                          | 10/16/2026 |
| BW3101526                            | 10/02/2026 - 10/15/2026                                                                        | <b>10/16/2026</b>                                                                                                          | 10/30/2026 |
| BW3102926                            | 10/16/2026 - 10/29/2026                                                                        | <b>10/30/2026</b>                                                                                                          | 11/13/2026 |
| BW3111226                            | 10/30/2026 - 11/12/2026                                                                        | <b>11/13/2026</b>                                                                                                          | 11/27/2026 |
| BW3112626                            | 11/13/2026 - 11/26/2026                                                                        | <b>11/20/2026*</b>                                                                                                         | 12/11/2026 |
| BW3121026                            | 11/27/2026 - 12/10/2026                                                                        | <b>12/11/2026</b>                                                                                                          | 12/24/2026 |

1. Timesheets **NOT APPROVED in HRMS** by the dates indicated above **WILL NOT** be paid on time and will be processed with the FOLLOWING pay period cycle. **NO EXCEPTIONS.**  
Please pay special attention to dates with asterisks (\*), as timesheets must be approved in HRMS by the specific deadlines indicated in the calendar above.
2. Changes in direct deposits, tax information and other employee data changes must be submitted to payroll by the same deadline.