

2026

BI-WEEKLY EMPLOYEES CUT-OFF DATE and PAY DATE SCHEDULE

Work Period	Cut-off Dates				
Begin - End	Payment Requests* & Temp New Hire forms due by 5:00 PM	Temp Panel/ Manage Temp Job updates due by 5:00 PM	WFS Employee Data Entry due by 5:00 PM	WFS Supervisor Approval due by 1:00 PM	PAY DATE
	<u>NOTE: Pay periods with an earlier cut-off date are in bold</u>				
12/07/2025 - 12/20/2025	12/11/25	12/12/25	12/16/25	12/17/25	12/26/2025
12/21/2025 - 1/03/2026	12/23/25	12/30/26	1/02/26	1/05/26	1/09/2026
1/04/2026 - 1/17/2026	1/12/26	1/15/26	1/15/26	1/16/26	1/23/2026
1/18 - 1/31	1/26	Fri, 1/29	1/30	2/02	2/06/2026
2/01 - 2/14	2/09	2/12	2/13	2/16	2/20/2026
2/15 - 2/28	2/23	2/26	2/27	3/02	3/06/2026
3/01 - 3/14	3/09	3/12	3/13	3/16	3/20/2026
3/15 - 3/28	3/23	3/26	3/27	3/30	4/03/2026
3/29 - 4/11	4/06	4/09	4/10	4/13	4/17/2026
4/12 - 4/25	4/20	4/23	4/24	4/27	5/1/2026
4/26 - 5/09	5/04	5/07	5/8	5/11	5/15/2026
5/10 - 5/23	5/14	5/19	5/21	5/22	5/29/2026
5/24 - 6/06	6/01	6/04	6/05	6/8	6/12/2026
6/07 - 6/20	6/12	6/17	6/18	6/22	6/26/2026
6/21 - 7/04	6/26	7/01	7/02	7/06	7/10/2026
7/05 - 7/18	7/13	7/16	7/17	7/20	7/24/2026
7/19 - 8/01	7/27	7/30	7/31	8/03	8/07/2026
8/02 - 8/15	8/10	8/13	8/14	8/17	8/21/2026
8/16 - 8/29	8/24	8/27	8/28	8/31	9/04/2026
8/30 - 9/12	9/04	9/10	9/11	9/14	9/18/2026
9/13 - 9/26	9/21	9/24	9/25	9/28	10/02/2026
9/27 - 10/10	10/05	10/8	10/09	10/12	10/16/2026
10/11 - 10/24	10/15	10/20	10/23	10/26	10/30/2026
10/25 - 11/07	11/02	11/05	11/06	11/09	11/13/2026
11/8 - 11/21	11/11	11/16	11/17	11/18	11/25/2026
11/22 - 12/05	11/30	12/03	12/04	12/07	12/11/2026
12/06 - 12/19	12/10	12/15	12/16	12/17	12/23/2026
12/20 - 1/02/2027	12/22	12/29	12/30	1/04/2027	1/08/2027

*Includes Payment Requests for Biweekly Staff, Biweekly Temps, and Special Pay forms