

## New Hire and Payroll Planning Schedule for Calendar Year 2026

HR Notification Date for New Hires (one week before the fiscal court meeting date)	Fiscal Court Meeting Date	Paperwork deadline for any payroll related changes, like a change in benefit deductions. (First Monday in the pay period)	Pay Period Start Date	Pay Period End Date	Time sheet submission deadline (Monday at 11:00 a.m.)	Pay Date (Friday)
		12/22/2025	12/20/2025	1/2/2026	1/5/2026	1/9/2026
		1/5/2026	1/3/2026	1/16/2026	1/19/2026	1/23/2026
12/16/2025	12/23/2025	1/19/2026	1/17/2026	1/30/2026	2/2/2026	2/6/2026
1/2/2026	1/9/2026	2/2/2026	1/31/2026	2/13/2026	2/16/2026	2/20/2026
1/15/2026	1/22/2026	2/16/2026	2/14/2026	2/27/2026	3/2/2026	3/6/2026
2/6/2026	2/13/2026	3/2/2026	2/28/2026	3/13/2026	3/16/2026	3/20/2026
2/19/2026	2/26/2026	3/16/2026	3/14/2026	3/27/2026	3/30/2026	4/3/2026
3/6/2026	3/13/2026	3/30/2026	3/28/2026	4/10/2026	4/13/2026	4/17/2026
3/19/2026	3/26/2026	4/13/2026	4/11/2026	4/24/2026	4/27/2026	5/1/2026
4/3/2026	4/10/2026	4/27/2026	4/25/2026	5/8/2026	5/11/2026	5/15/2026
4/16/2026	4/23/2026	5/11/2026	5/9/2026	5/22/2026	5/25/2026	5/29/2026
5/1/2026	5/8/2026	5/25/2026	5/23/2026	6/5/2026	6/8/2026	6/12/2026
		6/8/2026	6/6/2026	6/19/2026	6/22/2026	6/26/2026
5/21/2026	5/28/2026	6/22/2026	6/20/2026	7/3/2026	7/6/2026	7/10/2026
6/5/2026	6/12/2026	7/6/2026	7/4/2026	7/17/2026	7/20/2026	7/24/2026
6/18/2026	6/25/2026	7/20/2026	7/18/2026	7/31/2026	8/3/2026	8/7/2026
7/3/2026	7/10/2026	8/3/2026	8/1/2026	8/14/2026	8/17/2026	8/21/2026
7/16/2026	7/23/2026	8/17/2026	8/15/2026	8/28/2026	8/31/2026	9/4/2026
8/7/2026	8/14/2026	8/31/2026	8/29/2026	9/11/2026	9/14/2026	9/18/2026
8/20/2026	8/27/2026	9/14/2026	9/12/2026	9/25/2026	9/28/2026	10/2/2026
9/4/2026	9/11/2026	9/28/2026	9/26/2026	10/9/2026	10/12/2026	10/16/2026
9/17/2026	9/24/2026	10/12/2026	10/10/2026	10/23/2026	10/26/2026	10/30/2026
10/2/2026	10/9/2026	10/26/2026	10/24/2026	11/6/2026	11/9/2026	11/13/2026
10/15/2026	10/22/2026	11/9/2026	11/7/2026	11/20/2026	11/23/2026	11/27/2026
		11/23/2026	11/21/2026	12/4/2026	12/7/2026	12/11/2026
11/6/2026	11/13/2026	12/7/2026	12/5/2026	12/18/2026	12/21/2026	12/25/2026

Note: New full-time employees typically begin employment on the first Monday in the pay period, especially when the individual is currently working on a part-time basis. Otherwise, it is possible to begin employment in the middle of a pay period.

A two week lag exists between Fiscal Court meeting date and pay period start date so selected individual can give current employer a customary two weeks' notice, complete pre-employment physical, etc.