



## 2026 Bi-Weekly Payroll Calendar & Web Time Entry Due Dates For PERMANENT SHRA EMPLOYEES

**Important:** Employees must enter time worked no later than the “Employee Entry Deadline Date and Time” and Supervisors must approve time worked no later than the “Approver Deadline Date and Time”

| Pay # | Timesheet Start Date (Monday) | Timesheet End Date (Sunday) | Employee Entry Deadline Date (Monday) | Employee Entry Deadline Time | Approver Deadline Date (Tuesday) | Approver Deadline Time | Pay Date           |
|-------|-------------------------------|-----------------------------|---------------------------------------|------------------------------|----------------------------------|------------------------|--------------------|
| 1     | 12/15/2025                    | 12/28/2025                  | 12/17/2025                            | 5:00 PM                      | 12/18/2025                       | 5:00 PM                | January 30, 2026   |
| 2     | 12/29/2025                    | 01/11/2026                  | 01/12/2026                            | 5:00 PM                      | 01/13/2026                       | 5:00 PM                |                    |
| 3     | 01/12/2026                    | 01/25/2026                  | 01/26/2026                            | 5:00 PM                      | 01/27/2026                       | 5:00 PM                | February 27, 2026  |
| 4     | 01/26/2026                    | 02/08/2026                  | 02/09/2026                            | 5:00 PM                      | 02/10/2026                       | 5:00 PM                |                    |
| 5     | 02/09/2026                    | 02/22/2026                  | 02/23/2026                            | 5:00 PM                      | 02/24/2026                       | 5:00 PM                | March 31, 2026     |
| 6     | 02/23/2026                    | 03/08/2026                  | 03/09/2026                            | 5:00 PM                      | 03/10/2026                       | 5:00 PM                |                    |
| 7     | 03/09/2026                    | 03/22/2026                  | 03/23/2026                            | 5:00 PM                      | 03/24/2026                       | 5:00 PM                | April 30, 2026     |
| 8     | 03/23/2026                    | 04/05/2026                  | 04/06/2026                            | 5:00 PM                      | 04/07/2026                       | 5:00 PM                |                    |
| 9     | 04/06/2026                    | 04/19/2026                  | 04/20/2026                            | 5:00 PM                      | 04/21/2026                       | 5:00 PM                | May 29, 2026       |
| 10    | 04/20/2026                    | 05/03/2026                  | 05/04/2026                            | 5:00 PM                      | 05/05/2026                       | 5:00 PM                |                    |
| 11    | 05/04/2026                    | 05/17/2026                  | 05/18/2026                            | 5:00 PM                      | 05/19/2026                       | 5:00 PM                | June 30, 2026      |
| 12    | 05/18/2026                    | 05/31/2026                  | 06/01/2026                            | 5:00 PM                      | 06/02/2026                       | 5:00 PM                |                    |
| 13    | 06/01/2026                    | 06/14/2026                  | 06/15/2026                            | 5:00 PM                      | 06/16/2026                       | 5:00 PM                | July 31, 2026      |
| 14    | 06/15/2026                    | 06/28/2026                  | 06/29/2026                            | 5:00 PM                      | 06/30/2026                       | 5:00 PM                |                    |
| 15    | 06/29/2026                    | 07/12/2026                  | 07/13/2026                            | 5:00 PM                      | 07/14/2026                       | 5:00 PM                |                    |
| 16    | 07/13/2026                    | 07/26/2026                  | 07/27/2026                            | 5:00 PM                      | 07/28/2026                       | 5:00 PM                | August 31, 2026    |
| 17    | 07/27/2026                    | 08/09/2026                  | 08/10/2026                            | 5:00 PM                      | 08/11/2026                       | 5:00 PM                |                    |
| 18    | 08/10/2026                    | 08/23/2026                  | 08/24/2026                            | 5:00 PM                      | 08/25/2026                       | 5:00 PM                | September 30, 2026 |
| 19    | 08/24/2026                    | 09/06/2026                  | 09/07/2026                            | 5:00 PM                      | 09/08/2026                       | 5:00 PM                |                    |
| 20    | 09/07/2026                    | 09/20/2026                  | 09/21/2026                            | 5:00 PM                      | 09/22/2026                       | 5:00 PM                | October 30, 2026   |
| 21    | 09/21/2026                    | 10/04/2026                  | 10/05/2026                            | 5:00 PM                      | 10/06/2026                       | 5:00 PM                |                    |
| 22    | 10/05/2026                    | 10/18/2026                  | 10/19/2026                            | 5:00 PM                      | 10/20/2026                       | 5:00 PM                | November 30, 2026  |
| 23    | 10/19/2026                    | 11/01/2026                  | 11/02/2026                            | 5:00 PM                      | 11/03/2026                       | 5:00 PM                |                    |
| 24    | 11/02/2026                    | 11/15/2026                  | 11/16/2026                            | 5:00 PM                      | 11/17/2026                       | 5:00 PM                | December 23, 2026  |
| 25    | 11/16/2026                    | 11/29/2026                  | 11/30/2026                            | 5:00 PM                      | 12/01/2025                       | 5:00 PM                |                    |
| 26    | 11/30/2026                    | 12/13/2026                  | 12/14/2026                            | 5:00 PM                      | 12/15/2026                       | 5:00 PM                | January 29, 2027   |
| 01    | 12/14/2026                    | 12/27/2026                  | 12/15/2026                            | 5:00 PM                      | 12/18/2026                       | 5:00 PM                |                    |