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Ways to Plan Ahead for the Holiday Schedule

As we head into year end, here are a few helpful reminders of our Holiday payroll submission deadlines.

NOVEMBER & DECEMBER

CHECK DATE	APPROVAL DUE
Wednesday, 11/25/26	Monday, 11/23/26 @ **12pm**
Friday, 11/27/26*	Tuesday, 11/24/26 @ **12pm**
Monday, 11/30/26	Wednesday, 11/25/26 @ **12pm**
Tuesday, 12/01/26	Wednesday, 11/25/26 @ **12pm**
Thursday, 12/24/26	Tuesday, 12/22/26 @ **12pm**
Monday, 12/28/26	Wednesday, 12/23/26 @ **12pm**
Tuesday, 12/29/26	Thursday, 12/24/26 @ **10am** ●
Thursday, 12/31/26	Tuesday, 12/29/26 @ **12pm**
Monday, 1/04/27	Wednesday, 12/30/26 @ **12pm**
Tuesday, 1/05/27	Thursday, 12/31/26 @ **10am** ●

● Earlier 10am cutoff on these dates

We are happy to help adjust your payroll schedule around these dates!

* Please inform your Payroll Representative by November 16, 2026, if you would like your pay date changed to November 25, 2026.

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