

PAYROLL CALENDAR

2026

Questions? Email hr@hws.edu

January

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

PAY PERIOD DATES

PAY PERIOD START DATE (SATURDAY)	PAY PERIOD END DATE (FRIDAY)	CHECK DATE (FRIDAY)
12/13/2025	12/26/2025	1/2/2026
12/27/2025	1/9/2026	1/16/2026
1/10/2026	1/23/2026	1/30/2026
1/24/2026	2/6/2026	2/13/2026
2/7/2026	2/20/2026	2/27/2026
2/21/2026	3/6/2026	3/13/2026
3/7/2026	3/20/2026	3/27/2026
3/21/2026	4/3/2026	4/10/2026
4/4/2026	4/17/2026	4/24/2026
4/18/2026	5/1/2026	5/8/2026
5/2/2026	5/15/2026	5/22/2026
5/16/2026	5/29/2026	6/5/2026
5/30/2026	6/12/2026	6/18/2026
6/13/2026	6/26/2026	7/2/2026
6/27/2026	7/10/2026	7/17/2026
7/11/2026	7/24/2026	7/31/2026
7/25/2026	8/7/2026	8/14/2026
8/8/2026	8/21/2026	8/28/2026
8/22/2026	9/4/2026	9/11/2026
9/5/2026	9/18/2026	9/25/2026
9/19/2026	10/2/2026	10/9/2026
10/3/2026	10/16/2026	10/23/2026
10/17/2026	10/30/2026	11/6/2026
10/31/2026	11/13/2026	11/20/2026
11/14/2026	11/27/2026	12/4/2026
11/28/2026	12/11/2026	12/18/2026
12/12/2026	12/25/2026	12/31/2026
12/26/2025	1/8/2027	1/15/2027

December 29-31: Administrative Leave Days
 January 1: Holiday
 January 2: Pay Day and Holiday

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 25: Holiday

June 19: Holiday

July 3: Holiday
 July 6: Administrative Leave Day

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 25: Administrative Leave Day
 November 26 and 27: Holiday

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

December 23: Administrative Leave Day
 December 24 and 25: Holiday
 December 28-30: Administrative Leave Days
 December 31 and January 1, 2027: Holiday

● Timesheet Due Date
 ● Pay Day
 ● Administrative Leave Days
 ● Holidays