

2026 - 2027

Employee Timesheet Due Dates

Work Period			*Due to Office Manager/Secretary/ Clerk	Date Paid
7/16/2026	-	8/15/2026	8/17/2026	9/10/2026
8/16/2026	-	9/15/2026	9/15/2026	10/09/2026
9/16/2026	-	10/15/2026	10/15/2026	11/10/2026
10/16/2026	-	11/08/2026	11/09/2026	12/10/2026
11/09/2026	-	12/07/2026	12/07/2026	1/08/2027
12/08/2026	-	1/15/2027	1/15/2027	2/10/2027
1/16/2027	-	2/15/2027	2/16/2027	3/10/2027
2/16/2027	-	3/15/2027	3/15/2027	4/09/2027
3/16/2027	-	4/15/2027	4/15/2027	5/10/2027
4/16/2027	-	5/15/2027	5/17/2027	6/10/2027
5/16/2027	-	6/15/2027	6/15/2027	7/09/2027
6/16/2027	-	7/15/2027	7/15/2027	8/10/2027

*At the end of your assignment please complete your timesheet and send to the approver before or by the due date.