

2026 - PAYROLL SCHEDULE

NOTE TO SUPERVISORS: Please pay attention to the **PAY PERIOD END DATES**
 Your deadline to complete your Payroll tasks is on **Tuesday** following the **END DATE**.
SCHEDULES: Keep employees' schedules current by making schedule changes as they occur.

SALARY employees are always paid for the 1st thru 15th and 16th thru the last day of the month.

		HOURLY EMPS		QA is complete		12/11/25 KKS	
PP#	PAY PERIOD START DATE (MONDAY)	PAY PERIOD END DATE (SUNDAY)	LOCK/EXPORT data from ADP T&A to ADP-PAYROLL <small>On FR following the PP END DATE</small>	ADP-PAYROLL TRANSMIT/SEND TO ADP <small>NO LATER THAN 12PM 2 BUSINESS DAYS PRIOR TO PAY DAY</small>	\$\$ PAY DATE \$\$		
	01	12/15/25	12/28/25	FR 01/02/26	WE 01/07/26	TH	01/15/26
02	12/29/25	01/11/26	FR 01/16/26	WE 01/21/26	FR	01/30/26	
03	01/12/26	01/25/26	FR 01/30/26	WE 02/04/26	FR	02/13/26	
04	01/26/26	02/08/26	FR 02/13/26	WE 02/18/26	FR	02/27/26	
05	02/09/26	02/22/26	FR 02/27/26	WE 03/04/26	FR	03/13/26	
06	02/23/26	03/15/26	FR 03/20/26	WE 03/25/26	MO	03/30/26	3 WEEK
07	03/16/26	03/29/26	FR 04/03/26	WE 04/08/26	WE	04/15/26	
08	03/30/26	04/12/26	FR 04/17/26	WE 04/22/26	TH	04/30/26	
09	04/13/26	04/26/26	FR 05/01/26	WE 05/06/26	FR	05/15/26	
10	04/27/26	05/10/26	FR 05/15/26	WE 05/20/26	FR	05/29/26	
11	05/11/26	05/24/26	FR 05/29/26	WE 06/03/26	MO	06/15/26	
12	05/25/26	06/14/26	FR 06/19/26	WE 06/24/26	TU	06/30/26	3 WEEK
13	06/15/26	06/28/26	FR 07/03/26	WE 07/08/26	WE	07/15/26	
14	06/29/26	07/12/26	FR 07/17/26	WE 07/22/26	TH	07/30/26	
15	07/13/26	07/26/26	FR 07/31/26	WE 08/05/26	FR	08/14/26	
16	07/27/26	08/09/26	FR 08/14/26	WE 08/19/26	FR	08/28/26	
17	08/10/26	08/23/26	FR 08/28/26	WE 09/02/26	TU	09/15/26	
18	08/24/26	09/13/26	FR 09/18/26	WE 09/23/26	WE	09/30/26	3 WEEK
19	09/14/26	09/27/26	FR 10/02/26	WE 10/07/26	TH	10/15/26	
20	09/28/26	10/11/26	FR 10/16/26	WE 10/21/26	FR	10/30/26	
21	10/12/26	10/25/26	FR 10/30/26	WE 11/04/26	FR	11/13/26	
22	10/26/26	11/08/26	FR 11/13/26	WE 11/18/26	MO	11/30/26	
23	11/09/26	11/22/26	FR 11/27/26	WE 12/02/26	TU	12/15/26	
24	11/23/26	12/13/26	FR 12/18/26	WE 12/23/26	WE	12/30/26	3 WEEK

Hilltoppers, Inc. - Holidays - 2026

TH	01/01/26	New Year's
FR	01/02/26	New Year's Day After
MO	02/16/26	Presidents Day
FR	04/03/26	Good Friday
MO	05/25/26	Memorial Day
FR	07/03/26	Independence Day
MO	09/07/26	Labor Day
TH	11/26/26	Thanksgiving Day
FR	11/27/26	Thanksgiving Day After
TH	12/24/26	Christmas Eve
FR	12/25/26	Christmas Day
FR	01/01/27	New Year's Day

THRIFT STORE

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U S P S HOLIDAYS - 2026

01 - January	TH	New Year's
19 - January	MO	M L K, Jr birthday
16 - February	MO	President's Day
25 - May	MO	Memorial Day
		Juneteenth National
19 - June	FR	Independence Day
03 - July	FR	Independence Day
07 - September	MO	Labor Day
12 - October	MO	Columbus Day
11 - November	WE	Veterans' Day
26 - November	TH	Thanksgiving Day
25 - December	FR	Christmas Day