December 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Exempt Pay Day (November 1st-30th) Non-Exempt Pay Period Begins (December 1st-15th Regular Hours = 88 Hours)	**2** Non-Exempt Time Sheets Due to Payroll (November 16th-30th Regular Hours = 88 Hours) TimeClock Plus Hours Due by 1pm Central Time	**3**	**4**	**5**
6	**7**	**8**	**9**	**10** Non-Exempt Pay Day (November 16th-30th)	**11** Non-Exempt ePAFs Due to HR (December 1st-15th)	**12**
13	**14**	**15** Exempt Leave Reports Due (November 1st-30th) Non-Exempt Pay Period Ends (December 1st-15th Regular Hours = 88 Hours)	**16** Non-Exempt Pay Period Begins (December 16th-31st Regular Hours = 96 Hours)	**17** Non-Exempt Time Sheets Due to Payroll (December 1st-15th Regular Hours = 88 Hours) TimeClock Plus Hours Due by 1pm Central Time	**18** Exempt ePAFs Due to HR	**19**
20	**21**	**22** Non-Exempt Pay Day (December 1st-15th) Non-Exempt ePAFs Due to HR (December 16th-31st)	**23** TTU HOLIDAY BREAK	**24** TTU HOLIDAY BREAK HSC HOLIDAY BREAK El PASO HSC HOLIDAY BREAK	**25** Christmas TTU HOLIDAY BREAK HSC HOLIDAY BREAK EL PASO HSC HOLIDAY BREAK	**26**
27	**28** TTU HOLIDAY BREAK	**29** TTU HOLIDAY BREAK	**30** TTU HOLIDAY BREAK	**31** TTU HOLIDAY BREAK HSC HOLIDAY BREAK EL PASO HSC HOLIDAY BREAK Non-Exempt Pay Period Ends (December 16th-31st Regular Hours = 96 Hours)		