

## January 2026

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