

2026 Payroll Schedule – Biweekly Pay Periods

Beginning of Payroll Saturday	End of Payroll Friday	Time Sheets Due Monday before Noon	Pay Day Friday
12/20/2025	01/02/2026	01/05/2026	01/16/2026
01/03/2026	01/16/2026	01/19/2026	01/30/2026
01/17/2026	01/30/2026	02/02/2026	02/13/2026
01/31/2026	02/13/2026	02/16/2026	02/27/2026
02/14/2026	02/27/2026	03/02/2026	03/13/2026
02/28/2026	03/13/2026	03/16/2026	03/27/2026
03/14/2026	03/27/2026	03/30/2026	04/10/2026
03/28/2026	04/10/2026	04/13/2026	04/24/2026
04/11/2026	04/24/2026	04/27/2026	05/08/2026
04/25/2026	05/08/2026	05/11/2026	05/22/2026
05/09/2026	05/22/2026	05/25/2026	06/05/2026
05/23/2026	06/05/2026	06/08/2026	06/18/2026
06/06/2026	06/19/2026	06/22/2026	07/02/2026
06/20/2026	07/03/2026	07/06/2026	07/17/2026
07/04/2026	07/17/2026	07/20/2026	07/31/2026
07/18/2026	07/31/2026	08/03/2026	08/14/2026
08/01/2026	08/14/2026	08/17/2026	08/28/2026
08/15/2026	08/28/2026	08/31/2026	09/11/2026
08/29/2026	09/11/2026	09/14/2026	09/25/2026
09/12/2026	09/25/2026	09/28/2026	10/09/2026
09/26/2026	10/09/2026	10/12/2026	10/23/2026
10/10/2026	10/23/2026	10/26/2026	11/06/2026
10/24/2026	11/06/2026	11/09/2026	11/20/2026
11/07/2026	11/20/2026	11/23/2026	12/04/2026
11/21/2026	12/04/2026	12/07/2026	12/18/2026
12/05/2026	12/18/2026	12/21/2026	12/31/2026
12/19/2027	01/01/2027	01/04/2027	01/15/2027
01/02/2027	01/15/2027	01/18/2027	01/29/2027

*Please see back of Payroll Schedule for the time sheet policy.

How to Submit Employee Time Sheets

Pay periods are every two weeks and begin on Saturday and end on Friday. Time sheets are due on the Mondays noted on the front page by 12pm (noon) to guarantee they will be processed in the current pay period (even if the office is closed due to a holiday). If your time sheets are received late, they will be held and not processed until the following pay period – no exceptions. You can submit your time sheets any time after the last shift you worked. **Do not wait until the last minute to submit your time sheets.**

Submit time sheets by:

- **Integra ETC App** – App time sheets automatically submit at the end of the pay period after both the Employee and the Client/RP sign them in the app.

***It is the responsibility of the Integra employee to submit time sheets by the Monday due date and time (be sure your client signs on time). Please allow extra time for transmission delays when using the App.**