

**Lobotime bi-weekly and monthly pay periods are due by the published date:**

**10:00 am for employees, 12:00 Noon for supervisors.**

**\*Monthly Leave (exception time) is reported one month behind.**

Bi-Weekly Payroll (2R) Non-Exempt Time Entry							Monthly Payroll (5R) Exempt Exception Time				
		Pay Period		Time Entry Deadline		Pay Date			Leave Deadline*		Pay Date
TCP	1	12/27/25	- 01/09/26	01/07/26	01/16/26						
TCP	2	01/10/26	- 01/23/26	01/21/26	01/30/26	1	12/27/25 - 01/09/26	01/07/26			TCP
							01/10/26 - 01/23/26	01/21/26	01/30/26		TCP
TCP	3	01/24/26	- 02/06/26	02/04/26	02/13/26						
TCP	4	02/07/26	- 02/20/26	02/18/26	02/27/26	2	01/24/26 - 02/06/26	02/04/26			TCP
							02/07/26 - 02/20/26	02/18/26			TCP
Lobotime	5	02/21/26	- 03/06/26	03/09/26	03/13/26						
	6	03/07/26	- 03/20/26	03/23/26	03/27/26		02/21/26 - 02/28/26	03/05/26	02/27/26	Lobotime	
	7	03/21/26	- 04/03/26	04/06/26	04/10/26	3	03/01/26 - 03/31/26	04/06/26	03/31/26		
	8	04/04/26	- 04/17/26	04/20/26	04/24/26						
	9	04/18/26	- 05/01/26	05/04/26	05/08/26	4	04/01/26 - 04/30/26	05/05/26	04/30/26		
	10	05/02/26	- 05/15/26	05/18/26	05/22/26						
	11	05/16/26	- 05/29/26	06/01/26	06/05/26	5	05/01/26 - 05/31/26	06/05/26	05/29/26		
	12	05/30/26	- 06/12/26	Note 1	06/12/26	06/18/26	6	06/01/26 - 06/30/26	07/06/26	06/30/26	
	13	06/13/26	- 06/26/26	Note 1	06/26/26	07/02/26					
	14	06/27/26	- 07/10/26		07/13/26	07/17/26					
	15	07/11/26	- 07/24/26	Note 2	07/27/26	07/31/26	7	07/01/26 - 07/31/26	08/05/26	07/31/26	
	16	07/25/26	- 08/07/26		08/10/26	08/14/26					
	17	08/08/26	- 08/21/26		08/24/26	08/28/26	8	08/01/26 - 08/31/26	09/07/26	08/31/26	
	18	08/22/26	- 09/04/26	Note 1	09/04/26	09/11/26					
	19	09/05/26	- 09/18/26		09/21/26	09/25/26	9	09/01/26 - 09/30/26	10/05/26	09/30/26	
	20	09/19/26	- 10/02/26		10/05/26	10/09/26					
	21	10/03/26	- 10/16/26		10/19/26	10/23/26	10	10/01/26 - 10/31/26	11/05/26	10/30/26	
	22	10/17/26	- 10/30/26		11/02/26	11/06/26					
	23	10/31/26	- 11/13/26		11/16/26	11/20/26	11	11/01/26 - 11/30/26	12/07/26	11/30/26	
	24	11/14/26	- 11/27/26		11/30/26	12/04/26					
	25	11/28/26	- 12/11/26		12/14/26	12/18/26	12	12/01/26 - 12/31/26	01/05/27	12/22/26	
	26	12/12/26	- 12/25/26	Note 1 & Note 2	12/18/26	12/31/26					
	1	12/26/26	- 01/08/27		01/11/27	01/15/27	1	01/01/27 - 01/31/27	02/05/27	01/29/27	
	2	01/09/27	- 01/22/27		01/25/27	01/29/27					

**Note 1 - Early payroll deadline:** Due to a holiday or payroll processing schedules, biweekly time entry & approvals are due early.

**Note 2 -** When three biweekly paydays occur within a month, only mandatory deductions are withheld on the third payroll.