

2026 Participant Payroll Schedule

Payroll Period	Payroll Dates	Time Sheet Due Thursdays	Payday Thursdays
1	January 9 – January 22	January 22	January 29
2	January 23 - February 5	February 5	February 12
3	February 6 – February 19	February 19	February 26
4	February 20 – March 5	March 5	March 12
5	March 6 – March 19	March 19	March 26
6	March 20 – April 2	April 2	April 9th
7	April 3 – April 16	April 16	April 23
8	April 17 – April 30	April 30	May 7
9	May 1 – May 14	May 14	May 21
10	May 15 – May 28	May 28	June 4
11	May 29 – June 11	June 11	June 18
12	June 12 – June 18 <small>Last CSEP &</small>	June 18	June 25
13	June 19 – July 2 <small>NO CSEP /CYEP</small>	July 2nd	July 9
14	July 3 – July 23	July 23	July 30
15	July 24 – August 6	August 6	August 13
16	August 7 – August 20	August 20	August 27
17	August 21 - September 3	September 3	September 10
18	September 4 – September 17	September 17	September 24
19	September 18 – October 1	October 1	October 8
20	October 2 – October 15	October 15	October 22
21	October 16 - October 29	October 29	November 5
22	October 30 – November 12	November 12	November 19
23	November 13 – November 26	November 26	December 3
24	November 27 – December 10	December 10	December 17
25	December 11 – December 24	December 24	December 31
26	December 25 – January 7	January 7	January 14

- Timesheets must have a completed **Supervisor Evaluation** and be **signed by participant and supervisor** for processing.
- Email your completed timesheet to: Payroll.cinow@gmail.com last day of the pay period by 5 p.m. unless directed to give to your Job Coach
- Hours that are not submitted by the Timesheet Due Date will need to have administrative approval for payment, therefore payment will be delayed.
- Time claimed 30 days past the time it is due will not be eligible for payment.