CAREER INSTITUTE
Specializing in Career, Education and Life Planning

# 2027 Participant Payroll Schedule

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

- 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.