



# Community Action Team

Serving Columbia, Clatsop, and Tillamook Counties

phone (503) 397-3511

fax (503) 397-3290

www.cat-team.org

## MEMO

December 31, 2025

To: All CAT Program Directors & Head Start Center Managers

From: Sherry Kluge, HR Director

Re: Draw Request Due Dates 2026, Part I

Any draw requests that are not received in the fiscal office by 12 PM on the due date will be processed with regular payables *the following week*.

For Month:	Request Due Date:	Estimated Pay Date:
January 2026	Thursday, 1/15/2026	Friday, 1/16/2026*
February 2026	Thursday, 2/12/2026	Friday, 2/13/2026*
March 2026	Thursday, 3/12/2026	Friday, 3/13/2026*

**Be advised that due dates and actual pay dates are subject to change.**

\*Direct deposit is now available for employee draws through Corpay. **This is separate from any direct deposit that may have been established for payroll purposes.** Employees can self-enroll now at <https://enrollment.nvoicepay.com/?customer=CommunityActionTeamInc> for direct deposit of future draw payments. Estimated processing time for direct deposits is currently 2-3 business days.

The rest of the 2026 schedule will be released in a subsequent memo.

**Family Resource Center**  
125 North 17<sup>th</sup> Street  
Saint Helens, OR 97051

**Fiscal Office**  
124 North 18<sup>th</sup> Street  
Saint Helens, OR 97051

**Child & Family Programs**  
108 West B Street  
Rainier, OR 97048