



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.