



Community Action Team

Serving Columbia, Clatsop, and Tillamook Counties

phone (503) 397-3511

fax (503) 397-3290

www.cat-team.org

MEMO

March 17, 2026

To: All CAT Program Directors & Head Start Center Managers

From: Joy Spangler, Payroll Specialist

Re: Draw Request Due Dates 2026, Part II

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*:
April 2026	Tuesday, 4/14/2026	Wednesday, 4/15/2026
May 2026	Thursday, 5/14/2026	Friday, 5/15/2026
June 2026	Friday, 6/12/2026	Monday, 6/15/2026
July 2026	Tuesday, 7/14/2026	Wednesday, 7/15/2026
August 2026	Thursday, 8/13/2026	Friday, 8/14/2026
September 2026	Monday, 9/14/2026	Tuesday, 9/15/2026
October 2026	Wednesday, 10/14/2026	Thursday, 10/15/2026
November 2026	Thursday, 11/12/2026	Friday, 11/13/2026
December 2026	Monday, 12/14/2026	Tuesday, 12/15/2026

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.

Family Resource Center
125 North 17th Street
Saint Helens, OR 97051

Fiscal Office
124 North 18th Street
Saint Helens, OR 97051

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