



Community Action Team

Serving Columbia, Clatsop, and Tillamook Counties

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www.cat-team.org

MEMO

DATE: DECEMBER 26, 2025

TO: ALL CAT PROGRAM DIRECTORS & MANAGERS

FROM: SHERRY KLUGE, HR DIRECTOR

RE: **2026 DUE DATES FOR EMPLOYEE TIMESHEETS**

FOR THE MONTH OF:	TIMESHEETS DUE ON (BY 9:30 AM):
JANUARY 2026	JANUARY 23
FEBRUARY 2026	FEBRUARY 20
MARCH 2026	MARCH 23
APRIL 2026	APRIL 23
MAY 2026	MAY 22
JUNE 2026	JUNE 22
JULY 2026	JULY 23
AUGUST 2026	AUGUST 24
SEPTEMBER 2026	SEPTEMBER 23
OCTOBER 2026	OCTOBER 23
NOVEMBER 2026	NOVEMBER 19
DECEMBER 2026	DECEMBER 21

**IMPORTANT: THESE ARE THE DATES ON WHICH TIMESHEETS ARE
TO BE DELIVERED TO THE PAYROLL DEPARTMENT FOR PROCESSING!**

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