



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!