

# 2026 DioCA Payroll Calendar & List of Holidays Observed

## Pay Periods & Pay Dates for 2026:

- Pay period of 1<sup>st</sup> – 15<sup>th</sup> Paychecks will be issued on the following 20<sup>th</sup>.
- Pay period of 16<sup>th</sup> – End of Month (EoM) Paychecks will be issued on the following 5<sup>th</sup> with an exception for the last paycheck of the year which will be 12/31

If the pay date falls on a bank holiday or weekend, the checks will be issued the business day prior.

## Due Dates for “timesheets”, new hire paperwork & payroll change forms:

- **Worksheets** to report hours or wage adjustments (aka “timesheet”) is due to Diocesan Payroll Service before 10am two business days before check dates
- **New hire paperwork** should be completed within three days of hire date / first day of work and filed with the payroll office no later than 10am the day before timesheets are due
- **Change forms** are due ASAP but no later than 10AM the day before timesheet deadlines (except for first payroll cycle of year, see yellow triangle).

## KEY:

- **Yellow Triangle** = Due date for 2026 Annual Changes or Updates (payroll authorizations and all Pre-Tax Deductions for 403b, RSVP, Medical Ins etc)
- **Green circles** = Pay date (checks issued / mailed and direct deposits hit account)
- **Red squares** = Payroll Processing Date– worksheets to report hours or wage adjustments due to Diocese Payroll Service before 10am
- **X marks** = Bank holidays or holiday observed by Bishop’s Staff: Diocesan House offices will be closed.

# 2026

