

BIWEEKLY EMPLOYEES: 2026 Schedule of Pay Periods and Processing Cycles

PAY CYCLE INFORMATION					PERSONNEL / PAYROLL CUT-OFF			
Leave Accrual Period	Pay Period	Pay Run ID	Pay Period Dates	Official Federal Holidays	For most NOAs, including Transfers, Reassignments, Promotions, Separations and SF 1150's 1st Monday	For Taxes, Direct Deposits, Allotments, etc. 2nd Wednesday	For Entry of LWOP and WAE Hours into RDE 2nd Thursday	Pay Date
25	01	B26A	15-Dec - 28-Dec	Dec 25 - Christmas Day	12/15/25	12/24/2025 *	12/24/2025 *	01/02/26
26	02	B26B	29-Dec - 11-Jan	Jan 01 - New Year's Day	12/29/25	01/07/26	01/08/26	01/16/26
01	03	B26C	12-Jan - 25-Jan	Jan 19 - Martin Luther King Jr. Birthday	01/12/26	01/21/26	01/22/26	01/30/26
02	04	B26D	26-Jan - 8-Feb		01/26/26	02/04/26	02/05/26	02/13/26
03	05	B26E	9-Feb - 22-Feb	Feb 16 - George Washington's Birthday	02/09/26	02/18/26	02/19/26	02/27/26
04	06	B26F	23-Feb - 8-Mar		02/23/26	03/04/26	03/05/26	03/13/26
05	07	B26G	9-Mar - 22-Mar		03/09/26	03/18/26	03/19/26	03/27/26
06	08	B26H	23-Mar - 5-Apr		03/23/26	04/01/26	04/02/26	04/10/26
07	09	B26I	6-Apr - 19-Apr		04/06/26	04/15/26	04/16/26	04/24/26
08	10	B26J	20-Apr - 3-May		04/20/26	04/29/26	04/30/26	05/08/26
09	11	B26K	4-May - 17-May		05/04/26	05/13/26	05/14/26	05/22/26
10	12	B26L	18-May - 31-May	May 25 - Memorial Day	05/18/26	05/27/26	05/28/26	06/05/26
11	13	B26M	1-Jun - 14-Jun		06/01/26	06/09/26 *	06/10/26 *	06/18/26
12	14	B26N	15-Jun - 28-Jun	June 19 - Juneteenth National Independence Day	06/15/26	06/23/26 *	06/24/26 *	07/02/26
13	15	B26O	29-Jun - 12-Jul	July 03 - Independence Day	06/29/26	07/08/26	07/09/26	07/17/26
14	16	B26P	13-Jul - 26-Jul		07/13/26	07/22/26	07/23/26	07/31/26
15	17	B26Q	27-Jul - 9-Aug		07/27/26	08/05/26	08/06/26	08/14/26
16	18	B26R	10-Aug - 23-Aug		08/10/26	08/19/26	08/20/26	08/28/26
17	19	B26S	24-Aug - 6-Sep		08/24/26	09/02/26 *	9/3/2026 *	09/11/26

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18	20	B26T	7-Sep - 20-Sep	Sep 07 - Labor Day	09/07/26	09/16/26	09/17/26	09/25/26
19	21	B26U	21-Sep - 4-Oct		09/21/26	09/30/26	10/01/26	10/09/26
20	22	B26V	5-Oct - 18-Oct	Oct 13 - Columbus Day	10/05/26	10/14/26	10/15/26	10/23/26
21	23	B26W	19-Oct - 1-Nov		10/19/26	10/28/26	10/29/26	11/06/26
22	24	B26X	2-Nov - 15-Nov	Nov 11 - Veteran's Day	11/02/26	11/10/26 *	11/12/26	11/20/26
23	25	B26Y	16-Nov - 29-Nov	Nov 26 - Thanksgiving Day	11/16/26	11/25/26 *	11/25/26 *	12/04/26
24	26	B26Z	30-Nov - 13-Dec		11/30/26	12/08/26	12/09/26	12/18/26
25	27	B26Z1	14-Dec - 27-Dec	Dec 25 - Christmas Day	12/14/26	12/22/26 *	12/23/26 *	12/31/26
26	01	B27A	28-Dec - 10-Jan	Jan 01 - New Year's Day	12/28/26	01/06/27	01/07/27	01/15/27

**Early Personnel and Payroll Cut-off date*

④ **PayRun ID** identifies the correct pay period in HRMIS for printing earnings statements

④ **Pay periods** are determined by the first pay date in the new calendar year

④ **Leave periods** are determined by the first full pay period in the new calendar year

All personnel actions must be submitted by the specified cut-off date as well as being signed and dated by the approving officer on or before their effective date.

Personnel actions are *not considered on-time if they are incomplete, incorrect, or missing required paperwork*.

New appointments (with all required documentation) will be processed and paid according to the schedule below.

Pay Period Processing Schedule for New Appointments Only*

	Mon	Tue	Wed	Thu	Fri
Week 1	Completed PARs for new appointments submitted during this time will be processed and paid as part of the current pay period.				
Week 2	Completed PARs for new appointments submitted during this time will be processed and paid as part of the current pay period <i>if workload permits</i> . If not, they will be processed in the next pay period. The court unit or FDO may request an interim salary payment per the <i>Guide, Vol. 12, Ch. 6, § 695.50(c)</i> by contacting your assigned Payroll Services Branch team via email, at Team One or Team Two .				

*All other PARs must be submitted on the first Monday with all required documentation.

To ensure timely payment, new employees should start work as early in the pay period as possible, ideally on the first Monday of the pay period.

The timeline refers to the submission of the PAR, not the employee start date.

If a new employee is starting on the second Wednesday of the pay period, the completed PAR may be submitted earlier to support timely payroll processing.