



2026 PAYROLL SCHEDULE

# of Pay Period	Pay Period Begins	Pay Period Ends	Workflow Requests	Change Requests, Time Off Requests, Timesheets	\$\$ PAY DATE \$\$
			APPROVED AND APPLIED to employee's record Payroll Discrepancy Forms DUE		
25	11/23/25	12/06/25	12/05/25	12/08/25	12/12/25
26	12/07/25	12/20/25	12/19/25	12/22/25	12/26/25
01	12/21/25	01/03/26	01/02/26	01/05/26	01/09/26
02	01/04/26	01/17/26	01/16/26	01/19/26	01/23/26
03	01/18/26	01/31/26	01/30/26	02/02/26	02/06/26
04	02/01/26	02/14/26	02/13/26	02/16/26	02/20/26
05	02/15/26	02/28/26	02/27/26	03/02/26	03/06/26
06	03/01/26	03/14/26	03/13/26	03/16/26	03/20/26
07	03/15/26	03/28/26	03/27/26	03/30/26	04/03/26
08	03/29/26	04/11/26	04/10/26	04/13/26	04/17/26
09	04/12/26	04/25/26	04/24/26	04/27/26	05/01/26
10	04/26/26	05/09/26	05/08/26	05/11/26	05/15/26
11	05/10/26	05/23/26	05/22/26	05/25/26	05/29/26
12	05/24/26	06/06/26	06/05/26	06/08/26	06/12/26
13	06/07/26	06/20/26	06/19/26	06/22/26	06/26/26
14	06/21/26	07/04/26	07/03/26	07/06/26	07/10/26
15	07/05/26	07/18/26	07/17/26	07/20/26	07/24/26
16	07/19/26	08/01/26	07/31/26	08/03/26	08/07/26
17	08/02/26	08/15/26	08/14/26	08/17/26	08/21/26
18	08/16/26	08/29/26	08/28/26	08/31/26	09/04/26
19	08/30/26	09/12/26	09/11/26	09/14/26	09/18/26
20	09/13/26	09/26/26	09/25/26	09/28/26	10/02/26
21	09/27/26	10/10/26	10/09/26	10/12/26	10/16/26
22	10/11/26	10/24/26	10/23/26	10/26/26	10/30/26
23	10/25/26	11/07/26	11/06/26	11/09/26	11/13/26
24	11/08/26	11/21/26	11/20/26	11/23/26	11/27/26
25	11/22/26	12/05/26	12/04/26	12/07/26	12/11/26
26	12/06/26	12/19/26	12/18/26	12/21/26	12/25/26
01	12/20/26	01/02/27	01/01/27	01/04/27	01/08/27

All Mileage Forms for Previous Month are DUE by the fifth business day of the Current Month. Mileage is paid out on the second payroll of the month.

All Personal Info, (i.e. changes to bank accounts, addresses, phone numbers etc), Change and Time Off Requests must be SUBMITTED by Employees the Friday before the pay date.

Anytime you plan to take time off, your payroll responsibilities must be completed in advance or you must delegate your responsibilities to another supervisor. Instructions for Delegating Payroll Responsibilities in both Core and Workforce Management are available in the Supervisor How-To Box on the UKG Home Page.

2026 OBSERVED YMCA HOLIDAYS

01/01/26 New Year's Day

07/04/26 Independence Day*

01/19/26 Martin Luther King Jr Day

09/07/26 Labor Day

05/25/26 Memorial Day

11/26/26 & 11/27/26 Thanksgiving Day and Thanksgiving Friday

06/19/26 Juneteenth

12/25/26 Christmas Day

*If a holiday falls on a Saturday, it will be observed on Friday. If the holiday falls on a Sunday, it will be observed on Monday unless otherwise specified.