

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



2026 PAYROLL SCHEDULE				
Lay Employee				
(not Priests or Seminarians)				
Pay Period Number	Time Sheet Period			Pay Date
	First Day	to	Last Day	
<i>Last check date 2025</i>	11/30/2025		12/13/2025	<i>December 26, 2025</i>
First Check Date 2026	12/14/2025		12/27/2025	January 9, 2026
2	12/28/2025		1/10/2026	January 23, 2026
3	1/11/2026		1/24/2026	February 6, 2026
4	1/25/2026		2/7/2026	February 20, 2026
5	2/8/2026		2/21/2026	March 6, 2026
6	2/22/2026		3/7/2026	March 20, 2026
7	3/8/2026		3/21/2026	April 3, 2026
8	3/22/2026		4/4/2026	April 17, 2026
9	4/5/2026		4/18/2026	May 1, 2026
10	4/19/2026		5/2/2026	May 15, 2026
11	5/3/2026		5/16/2026	May 29, 2026
12	5/17/2026		5/30/2026	June 12, 2026
13	5/31/2026		6/13/2026	June 26, 2026
14	6/14/2026		6/27/2026	July 10, 2026
15	6/28/2026		7/11/2026	July 24, 2026
16	7/12/2026		7/25/2026	August 7, 2026
17	7/26/2026		8/8/2026	August 21, 2026
18	8/9/2026		8/22/2026	September 4, 2026
19	8/23/2026		9/5/2026	September 18, 2026
20	9/6/2026		9/19/2026	October 2, 2026
21	9/20/2026		10/3/2026	October 16, 2026
22	10/4/2026		10/17/2026	October 30, 2026
23	10/18/2026		10/31/2026	November 13, 2026
24	11/1/2026		11/14/2026	November 27, 2026
25	11/15/2026		11/28/2026	December 11, 2026
<i>Last check date 2026</i>	11/29/2026		12/12/2026	<i>December 24, 2026</i>
First Check Date 2027	12/13/2026		12/26/2026	January 8, 2027

Time Off rollover reset

No deductions

No deductions

Date change (due to holy day)

Time Off rollover reset

Time Off rollover reset – On the first check date every year, the system subtracts any Time Off used for that pay period, then resets the balance based on policy (40 hours max allowed for (FT) or 20 hours max for (PT)) and then accrues for hours reported (work, vacation, holiday, etc) for that pay period. The Personal Day is reset to 0 hours and the balance manually updated by the payroll administrator.

3rd check – no deductions – When there are 3 check dates in a month, recurring deductions are not withheld on the 3rd check date. Exceptions included by direction from any court order.