



Payroll Schedule 2026

No.	Working Period		Timecards must be received by Thursday	Pay Day (Friday)
	Start Date	End Date		
1	12/01/2025	- 12/14/2025	12/18/2025	01/02/2026
2	12/15/2025	- 12/28/2025	01/01/2026	01/16/2026
3	12/29/2025	- 01/11/2026	01/15/2026	01/30/2026
4	12/29/2025	- 01/11/2026	01/15/2026	02/13/2026
5	01/12/2026	- 01/25/2026	01/29/2026	02/27/2026
6	01/26/2026	- 02/08/2026	02/12/2026	03/13/2026
7	02/09/2026	- 02/22/2026	02/26/2026	03/27/2026
8	02/23/2026	- 03/08/2026	03/12/2026	04/10/2026
9	03/09/2026	- 03/22/2026	03/26/2026	04/24/2026
10	03/23/2026	- 04/05/2026	04/09/2026	05/08/2026
11	04/06/2026	- 04/19/2026	04/23/2026	05/22/2026
12	04/20/2026	- 05/03/2026	05/07/2026	06/05/2026
13	05/04/2026	- 05/17/2026	05/21/2026	06/19/2026
14	05/18/2026	- 05/31/2026	06/04/2026	07/03/2026
15	06/01/2026	- 06/14/2026	06/18/2026	07/17/2026
16	06/15/2026	- 06/28/2026	07/02/2026	07/31/2026
17	06/29/2026	- 07/12/2026	07/16/2026	08/14/2026
18	07/13/2026	- 07/26/2026	07/30/2026	08/28/2026
19	07/27/2026	- 08/09/2026	08/13/2026	09/11/2026
20	08/10/2026	- 08/23/2026	08/27/2026	09/25/2026
21	08/24/2026	- 09/06/2026	09/10/2026	10/09/2026
22	09/07/2026	- 09/20/2026	09/24/2026	10/23/2026
23	09/21/2026	- 10/04/2026	10/08/2026	11/06/2026
24	10/05/2026	- 10/18/2026	10/22/2026	11/20/2026
25	10/19/2026	- 11/01/2026	11/05/2026	12/04/2026
26	11/02/2026	- 11/15/2026	11/19/2026	12/18/2026

2026 Office Holiday Closure Schedule

Date	Day	Holiday	Date	Day	Holiday
January 1, 2026	Thursday	New Year's Day	September 7, 2026	Monday	Labor Day
February 16, 2026	Monday	Presidents' Day	November 26, 2026	Thursday	Thanksgiving Day
May 25, 2026	Monday	Memorial Day	November 27, 2026	Friday	Thanksgiving Friday
June 19, 2026	Friday	Juneteenth	December 25, 2026	Friday	Christmas Day
July 3, 2026	Friday	Independence Day			

- ◆ You are responsible for ensuring that MCS receives your complete timecards in a timely manner. We DO NOT accept faxed/emailed timecards.
- ◆ Timecards received after the above deadlines will not be processed until the next scheduled payday. Payroll will only "back pay" late timecards up to four (4) weeks past the deadline.
- ◆ Direct Deposit is available to all employees. MCS is not responsible for any checks lost in the mail. A \$35.00 fee will be charged to the employee to stop payment on the lost/stolen check.
- ◆ If your check is lost or stolen: Contact us immediately so that we can stop payment and issue a new check. This process takes approximately 3-5 days.
- ◆ If you do not have direct deposit, you may pick up your check at our office. Checks are available for a pickup every other Thursday, between 2:00 pm and 4:30 pm.
- ◆ If someone is picking up your check on your behalf, they must have an authorization from you and present their photo ID.