

SALARY 2026

| REPORTING MONTH | DEADLINES | | | | PAYMENT DATES |
|-----------------|------------------------------|--|--|----------------------------|------------------|
| | Expense Sheets Entry date | Per Diem claims Submitted at the latest | Time Sheets Submitted at the latest | All Approvals Due dates | |
| December 2025 | Entry date in December | December 31 | January 2, 2025 | January 5, 2026 | January 23, 2026 |
| January 2026 | Entry date in January | January 31 | February 2 | February 4 | February 25 |
| February 2026 | Entry date in February | February 28 | March 2 | March 4 | March 25 |
| March 2026 | Entry date in March | March 31 | April 1 | April 2 | April 24 |
| April 2026 | Entry date in April | April 30 | May 1 | May 4 | May 25 |
| May 2026 | Entry date in May | May 31 | June 1 | June 3 | June 25 |
| June 2026 | Entry date in June | June 30 | July 1 | July 2 | July 24 |
| July 2026 | Entry date in July | July 31 | August 3 | August 5 | August 25 |
| August 2026 | Entry date in August | August 31 | September 1 | September 3 | September 25 |
| September 2026 | Entry date in September | September 30 | October 1 | October 5 | October 23 |
| October 2026 | Entry date in October | October 31 | November 2 | November 4 | November 25 |
| November 2026 | Entry date in November | November 30 | December 1 | December 3 | December 23 |
| December 2026 | Entry date in December | December 31 | January 4, 2026 | January 5, 2026 | January 25, 2026 |

Posted on the intranet.