VALENCIA

Timekeeper and Approver Schedule 2026

Lobotime bi-weekly and monthly pay periods are due by the published date:
10:00 am for employees, 12:00 Noon for supervisors.
***Monthly Leave (exception time) is reported one month behind.**

Bi-Weekly Payroll (2R)
Non-Exempt Time Entry

		Pay Period				Time Entry Deadline	Pay Date
TCP	1	12/27/25	-	01/09/26		01/07/26	01/16/26
TCP	2	01/10/26	-	01/23/26		01/21/26	01/30/26
TCP	3	01/24/26	-	02/06/26		02/04/26	02/13/26
TCP	4	02/07/26	-	02/20/26		02/18/26	02/27/26
Lobotime	5	02/21/26	-	03/06/26		03/09/26	03/13/26
	6	03/07/26	-	03/20/26		03/23/26	03/27/26
	7	03/21/26	-	04/03/26		04/06/26	04/10/26
	8	04/04/26	-	04/17/26		04/20/26	04/24/26
	9	04/18/26	-	05/01/26		05/04/26	05/08/26
	10	05/02/26	-	05/15/26		05/18/26	05/22/26
	11	05/16/26	-	05/29/26		06/01/26	06/05/26
	12	05/30/26	-	06/12/26	*Note 1*	06/12/26	06/18/26
	13	06/13/26	-	06/26/26	*Note 1*	06/26/26	07/02/26
	14	06/27/26	-	07/10/26		07/13/26	07/17/26
	15	07/11/26	-	07/24/26	*Note 2*	07/27/26	07/31/26
	16	07/25/26	-	08/07/26		08/10/26	08/14/26
	17	08/08/26	-	08/21/26		08/24/26	08/28/26
	18	08/22/26	-	09/04/26	*Note 1*	09/04/26	09/11/26
	19	09/05/26	-	09/18/26		09/21/26	09/25/26
	20	09/19/26	-	10/02/26		10/05/26	10/09/26
	21	10/03/26	-	10/16/26		10/19/26	10/23/26
	22	10/17/26	-	10/30/26		11/02/26	11/06/26
	23	10/31/26	-	11/13/26		11/16/26	11/20/26
	24	11/14/26	-	11/27/26		11/30/26	12/04/26
	25	11/28/26	-	12/11/26		12/14/26	12/18/26
	26	12/12/26	-	12/25/26	*Note 1 & Note 2*	12/18/26	12/31/26
	1	12/26/26	-	01/08/27		01/11/27	01/15/27
	2	01/09/27	-	01/22/27		01/25/27	01/29/27

Monthly Payroll (5R)
Exempt Exception Time

	Pay Period			Leave Deadline*	Pay Date	
1	12/27/25	-	01/09/26	01/07/26		TCP
	01/10/26	-	01/23/26	01/21/26	01/30/26	TCP
2	01/24/26	-	02/06/26	02/04/26		TCP
	02/07/26	-	02/20/26	02/18/26		TCP
	02/21/26	-	02/28/26	03/05/26	02/27/26	Lobotime
3	03/01/26	-	03/31/26	04/06/26	03/31/26	
4	04/01/26	-	04/30/26	05/05/26	04/30/26	
5	05/01/26	-	05/31/26	06/05/26	05/29/26	
6	06/01/26	-	06/30/26	07/06/26	06/30/26	
7	07/01/26	-	07/31/26	08/05/26	07/31/26	
8	08/01/26	-	08/31/26	09/08/26	08/31/26	
9	09/01/26	-	09/30/26	10/05/26	09/30/26	
10	10/01/26	-	10/31/26	11/05/26	10/30/26	
11	11/01/26	-	11/30/26	12/07/26	11/30/26	
12	12/01/26	-	12/31/26	01/05/27	12/22/26	
1	01/01/27	-	01/31/27	02/05/27	01/29/27	

Note 1 - Early payroll deadline: Due to a holiday or payroll processing schedules, biweekly time entry & approvals are due early.

Note 2 - When three biweekly paydays occur within a month, only mandatory deductions are withheld on the third payroll.

As Of: 09/02/26