

When you work hourly

January 4-17
January 18-31
February 1-14
February 15-28
March 1-14
March 15-28
March 29-April 11
April 12-May 2
May 3-16
May 17-30
May 31-June 13
June 14-27
June 28-July 18
July 19-August 1
August 2-15
August 16-29
August 30-September 12
September 13-26
September 27-October 17
October 18-31
November 1-14
November 15-28
November 29-December 12
December 13-26

Your Timesheets are due to Gretchen *(and backup paperwork for new employees)*

January 19
February 2
February 16
March 2
March 16
March 30
April 13
May 4
May 18
June 1
June 15
June 29
July 20
August 3
August 17
September 1
September 14
September 28
October 19
November 2
November 16
November 30
December 14
January 4, 2027

Gretchen Submits to MMS Accounting on:

January 26
February 9
February 23
March 9
March 23
April 6
April 24
May 11
May 22
June 8
June 22
July 6
July 27
August 10
August 24
September 8
September 21
October 9
October 26
November 6
November 20
December 7
December 21
January 11, 2027

Your Check will be dated:

January 30
February 13
February 27
March 13
March 31
April 15
April 30
May 15
May 29
June 15
June 30
July 15
July 31
August 14
August 31
September 15
September 30
October 15
October 30
November 13
November 30
December 15
December 31
January 15, 2027

*For payroll checks for musicians to be prepared in advance of a performance date,
find the final check date in the last column and work backwards on the chart.*

Payroll Dates Calculation Sheet 2026