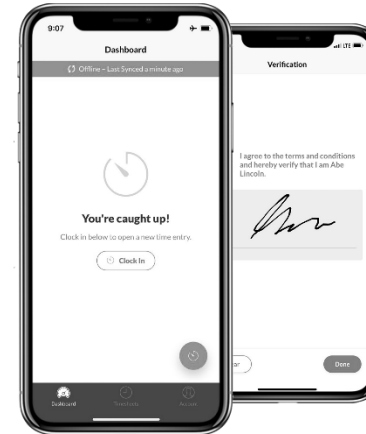


**2026 Payroll Schedule IRIS**

Pay Period	Due by 5 PM	Payment Date
Nov 30 - Dec 13, 2025	Friday, December 19, 2025	Friday, January 2, 2026
Dec 14 - Dec 27, 2025	Friday, January 2, 2026	Friday, January 16, 2026
Dec 28 - Jan 10, 2026	Friday, January 16, 2026	Friday, January 30, 2026
Jan 11 - Jan 24, 2026	Friday, January 30, 2026	Friday, February 13, 2026
Jan 25 - Feb 7, 2026	Friday, February 13, 2026	Friday, February 27, 2026
Feb 8 - Feb 21, 2026	Friday, February 27, 2026	Friday, March 13, 2026
Feb 22 - Mar 7, 2026	Friday, March 13, 2026	Friday, March 27, 2026
Mar 8 - Mar 21, 2026	Friday, March 27, 2026	Friday, April 10, 2026
Mar 22 - Apr 4, 2026	Friday, April 10, 2026	Friday, April 24, 2026
Apr 5 - Apr 18, 2026	Friday, April 24, 2026	Friday, May 8, 2026
Apr 19 - May 2, 2026	Friday, May 8, 2026	Friday, May 22, 2026
May 3 - May 16, 2026	Friday, May 22, 2026	Friday, June 5, 2026
May 17 - May 30, 2026	Friday, June 5, 2026	Thursday, June 18, 2026*
May 31 - Jun 13, 2026	Friday, June 19, 2026	Thursday, July 2, 2026*
Jun 14 - Jun 27, 2026	Friday, July 3, 2026	Friday, July 17, 2026
Jun 28 - Jul 11, 2026	Friday, July 17, 2026	Friday, July 31, 2026
Jul 12 - Jul 25, 2026	Friday, July 31, 2026	Friday, August 14, 2026
Jul 26 - Aug 8, 2026	Friday, August 14, 2026	Friday, August 28, 2026
Aug 9 - Aug 22, 2026	Friday, August 28, 2026	Friday, September 11, 2026
Aug 23 - Sep 5, 2026	Friday, September 11, 2026	Friday, September 25, 2026
Sep 6 - Sep 19, 2026	Friday, September 25, 2026	Friday, October 9, 2026
Sep 20 - Oct 3, 2026	Friday, October 9, 2026	Friday, October 23, 2026
Oct 4 - Oct 17, 2026	Friday, October 23, 2026	Friday, November 6, 2026
Oct 18 - Oct 31, 2026	Friday, November 6, 2026	Friday, November 20, 2026
Nov 1 - Nov 14, 2026	Friday, November 20, 2026	Friday, December 4, 2026
Nov 15 - Nov 28, 2026	Friday, December 4, 2026	Friday, December 18, 2026
Nov 29 - Dec 12, 2026	Friday, December 18, 2026	Thursday, December 31, 2026*
Dec 13 - Dec 26, 2026	Friday, January 1, 2027	Friday, January 15, 2027
Dec 27 - Jan 9, 2027	Friday, January 15, 2027	Friday, January 29, 2027

**A workweek is Sunday through Saturday.** \*Alternate payment date due to Federal Holiday

**Get the GT App**

The GT App lets you easily log your hours, receive approval from your employer, and submit your timesheet for payment right from your phone or tablet.

**Download the app today.**

**Want to learn more?**

Contact our customer service team at  
**1.877.659.4500**

**GT Office Closures**

Thursday, January 1, 2026 – New Year's Day  
 Monday, May 25, 2026 – Memorial Day  
 Friday, June 19, 2026 – Juneteenth  
 Friday, July 3, 2026 – Independence Day (observed)  
 Monday, September 7, 2026 – Labor Day  
 Thursday, November 26, 2026 – Thanksgiving  
 Friday, November 27, 2026 – Day after Thanksgiving  
 Thursday, December 24, 2026 – Christmas Eve  
 Friday, December 25, 2026 – Christmas Day

← **View Submission Guidelines on the back**

## **Timesheet Submission Guidelines**

☐ **Did you use the GT App to submit EVV shifts?**

Many programs now require EVV, and it's easy to follow EVV rules with the GT App. Be sure to clock in when starting a shift and clock out when ending it. Your employer can approve the time on your device or from their GT Portal account.

☐ **Did you send your time in on time?**

You can log shifts in the GT App 24 hours a day, 7 days a week, and on holidays. Please check the payroll schedule to ensure your employer approves your timesheet on time.

Time for each shift cannot be submitted before all of the hours are worked. Late time submissions will be paid on the following pay period and are subject to denial due to timely filing deadlines.

☐ **Have you included all of the time worked for this payroll period?**

☐ **Did you work all of the hours you submitted?**

It is fraudulent to report hours you did not work. You cannot report hours while the member you are providing services for is hospitalized or in a medical facility (i.e. nursing home, rehab).

☐ **Did you include the correct service code for each day worked?**

If you are unsure about which service code you should be using, please speak with your employer or contact Customer Service at 1.877.659.4500.

☐ **Did you report more hours than authorized?**

Your payment may be delayed if you report more hours than you were approved to provide.

☐ **Did you fully complete each section of the timesheet?**

You may not draw lines, arrows, or use ditto marks to complete sections of a paper timesheet. Each section must be filled out completely even if the information is the same. If you make a mistake, correct it by drawing a single line through it. Both the employer and employee should date and initial the correction.

☐ **If you needed to resubmit a paper timesheet, did you write "REFAX" at the top?**

If your submission requires a refax or resubmission your payment will be delayed.

*GT Independence sends out paychecks for your employer based on this schedule. If your approved time is turned in correctly and on time, we will send your pay on the date listed. When the money shows up in your bank account depends on your bank. Some banks have "early pay" options, but those are run through the bank, not by us or your employer. We don't control or promise when your bank will make your money available.*

**If you have any questions, please contact  
Customer Service**

**1.877.659.4500**

**customerservice@gtindependence.com**