

# Samaritan Health Services 2026 Payroll Calendar

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Pay period end date
  Timecard approval
  Pay date
  Holiday

SHS Payroll can be contacted by email at [shspayroll@samhealth.org](mailto:shspayroll@samhealth.org).

**Notes:**

- 1) Employees are required to approve their own timecard no later than 09:00 AM on Kronos Monday (the Monday after the pay period end date).
- 2) Exceptions/corrections must be submitted to Supervisor daily for Kronos entry.

## Understanding Your Pay Statement

You can expect to receive an itemized pay statement with every payment of wages, commissions, or salary. If you opt to receive direct deposited paychecks, you will access your pay statements through Samaritan Health Services' Peoplesoft Self-Service Portal under Payroll > Pay tiles. The SHS intranet home page and the [samhealth.org/for-employees](http://samhealth.org/for-employees) website include links to Peoplesoft for employees.

In accordance with Oregon Senate Bill 906, upon hire, you will be able to access a reference document that provides a detailed description of earning and deduction codes that may appear on your pay statement. This document is available to employees when they are signed into the SHS network through the SHS Insider > Employee Portal > Pay, Time & Leave > Pay > Paycheck.

### **Pay periods**

Bi-Weekly, two-week periods starting Monday at 12:00 am, ending the second Sunday at 11:59 pm

Paydays are the second Monday following the end of each pay period. Refer to the payroll calendar for dates. There are 26 pay dates per calendar year.

### **Workweek for purpose of overtime**

12:00 am on Monday through 11:59 pm on Sunday