

# 2026 Payroll Schedule - Bi-Weekly - WV ADW Vendor



Service Start Date (Monday)	Service End Date (Sunday)	Deadline to Submit Invoices - Due to Palco by 5:00 pm	Payment Date (Friday)
December 15, 2025	December 28, 2025	December 30, 2025	January 9, 2026
December 29, 2025	January 11, 2026	January 13, 2026	January 23, 2026
January 12, 2026	January 25, 2026	January 27, 2026	February 6, 2026
January 26, 2026	February 8, 2026	February 10, 2026	February 20, 2026
February 9, 2026	February 22, 2026	February 24, 2026	March 6, 2026
February 23, 2026	March 8, 2026	March 10, 2026	March 20, 2026
March 9, 2026	March 22, 2026	March 24, 2026	April 3, 2026
March 23, 2026	April 5, 2026	April 7, 2026	April 17, 2026
April 6, 2026	April 19, 2026	April 21, 2026	May 1, 2026
April 20, 2026	May 3, 2026	May 5, 2026	May 15, 2026
May 4, 2026	May 17, 2026	May 19, 2026	May 29, 2026
May 18, 2026	May 31, 2026	June 2, 2026	June 12, 2026
June 1, 2026	June 14, 2026	June 16, 2026	June 26, 2026
June 15, 2026	June 28, 2026	June 30, 2026	July 10, 2026
June 29, 2026	July 12, 2026	July 14, 2026	July 24, 2026
July 13, 2026	July 26, 2026	July 28, 2026	August 7, 2026
July 27, 2026	August 9, 2026	August 11, 2026	August 21, 2026
August 10, 2026	August 23, 2026	August 25, 2026	September 4, 2026
August 24, 2026	September 6, 2026	September 8, 2026	September 18, 2026
September 7, 2026	September 20, 2026	September 22, 2026	October 2, 2026
September 21, 2026	October 4, 2026	October 6, 2026	October 16, 2026
October 5, 2026	October 18, 2026	October 20, 2026	October 30, 2026
October 19, 2026	November 1, 2026	November 3, 2026	November 13, 2026
November 2, 2026	November 15, 2026	November 17, 2026	November 27, 2026
November 16, 2026	November 29, 2026	December 1, 2026	December 11, 2026
November 30, 2026	December 13, 2026	December 15, 2026	December 24, 2026
December 14, 2026	December 27, 2026	December 29, 2026	January 8, 2027
December 28, 2026	January 10, 2027	January 12, 2027	January 22, 2027

Late time submissions, or mistakes, may result in late payment.

## Palco Office Closures

*Our office will be closed on these dates.  
Support will be available the following  
business day.*

**New Year's Day** (January 1, 2026)  
**Martin Luther King Day** (January 19, 2026)  
**Memorial Day** (May 25, 2026)  
**Independence Day** (Observed July 3, 2026)  
**Labor Day** (September 7, 2026)  
**Thanksgiving** (November 26-27, 2026)  
**Christmas** (December 24-25, 2026)

## Other Observances

*Federal offices and banking institutions  
may be closed on these days, in addition to  
Palco's Office Closures.*

**President's Day** (February 16, 2026)  
**Juneteenth** (June 19, 2026)  
**Columbus Day** (October 12, 2026)  
**Veterans Day** (November 11, 2026)

## Contact Us

*Whether you need help viewing a paystub, want to set up a new worker but don't know how, or  
something else, we are happy to help. Here are the best ways to get in touch with us.*

### Call us on the phone

Our toll-free number is **866-710-0456**. If we do not answer, please feel free to leave a voicemail! We will get back to you as quickly as possible.

### Interact with our chat

Go to our website, [www.PalcoFirst.com](http://www.PalcoFirst.com). Then, click the grey chat bubble at the bottom of this page. Type in your information, and click "Start Conversation" to begin chatting.

### Send an email to us

For general support, email [customersupport@palcofirst.com](mailto:customersupport@palcofirst.com).