**BEAUFORT COUNTY SCHOOLS**

## PAYROLL DUE DATES

### BIV: Built-In-Vacation Day Req: Requested AL day if leave balances are sufficient 2025 – 2026

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| PAY DATE | **PAY PERIOD**  **TEA / CN Managers**  **(21.5 days)** | **PAY PERIOD** EOM | **PAY PERIOD** CN Assistants **(Hourly) 195** | **PAY PERIOD**  **BUS**  **174 Day Drivers** | PAY PERIODBUS **195 Day Drivers** | **Timekeeper**  **Time Sheet Dates** | **Pickup Dates**  **Direct Deposit post Date** |
| **July 18th**  **2025** | No TEA Reporting | 7/1 – 31  Abs Report Dates: 6/8-7/5 | No CN Assistant Reporting | No Bus Reporting | No Bus Reporting | 6/8/25 – 7/5/25 | 7/9 am Pickup  Posted 7/16 Noon |
| **Aug. 20th** | 8/14 – 9/12~ | 8/1 – 8/31 | No CN Assistant Reporting | 8/??/23 - ? hrs possible workshop & route familiarization) | 8/??/23 - ? hrs possible (workshop & route familiarization) | 7/6/25 – 8/2/25 | 8/6 am Pickup  Posted 8/18 Noon |
| **Sept. 19th** | 9/12~ - 10/13  Mand. WD:8/18,19,20,21,22  Req: 8/14, 15 AL | 9/1 – 9/30 | 8/25– 8/30 = 5 days  WD: 8/14,15,18,19,20,21,22 AL | 8/25 – 8/30 = 5 days | 8/25 – 8/30 = 5 days  WD:8/14,15,18,19,20,21,22  AL | 8/3/25 – 8/30/25 | 9/3 am Pickup  Posted 9/17 Noon |
| **Oct. 20th** | 10/14– 11/12~  Holiday: 9/1  Req 9/26 AL | 10/1 – 10/31 | 8/31 – 9/27 = 19 Days  Holiday: 9/1  WD 9/26 AL | 8/31 – 9/27 = 18 days | 8/31 – 9/27 = 19 days  Holiday: 9/1  WD 9/26 AL | 8/31/25 – 9/27/25 | 10/1 am Pickup  Posted 10/16 Noon |
| **Nov. 20th** | 11/12~ - 12/11  Mand: WD 10/17 | 11/1 – 11/30 | 9/28 – 11/1 = 24 Days  WD 10/17 AL | 9/28 – 11/1 = 24 days | 9/28 – 11/1 = 24 days  WD 10/17 AL | 9/28/25 – 11/1/25 | 11/5 am Pickup  Posted 11/18 Noon |
| **Dec. 19th** | 12/12 – 1/14~  Holiday: 11/11,27,28  BIV: 11/26 | 12/1 – 12/31 | 11/2– 11/29 = 20 .Days  Holiday: 11/11,27,28  BIV: 11/26 | 11/2 – 11/29 = 16 days | 11/2 – 11/29 = 20 days  Holiday: 11/11,27,28  BIV: 11/26 | 11/2/25 – 11/29/25 | 12/3 am Pickup  Posted 12/17 Noon |
| **Jan. 20th**  **2026** | 1/14~ - 2/12  BIV: 12/22,23,29, & 30  Holidays: 12/24,25,26, 1/1  No Pay Days 12/31, 1/2 | 1/1 – 1/31 | 11/30/25 – 1/3/26 = 23.Days  BIV: 12/22,23,29,30  Holidays: 12/24,25,26, 1/1  No Pay Days 12/31, 1/2 | 11/30/25 – 1/3/26 =15 days | 11/30/25 – 1/3/26 = 23 days  BIV: 12/22,23,29,30  Holidays: 12/24,25,26 1/1  No Pay Days 12/31, 1/2 | 11/30/25 – 1/3/26 | 1/7 am Pickup  Posted 1/15 Noon |
| **Feb. 20th** | 2/13– 3/16~  Mand. WD: 1/5  Holiday: 1/19 | 2/1 – 2/28 | 1/4 – 1/31 = 19 Days  WD: 1/5 AL  Holiday: 1/19 | 1/4 – 1/31 = 18 days | 1/4 – 1/31 = 19 days  WD: 1/5 AL  Holiday: 1/19 | 1/4/26 – 1/31/26 | 2/4 am Pickup  Posted 2/18 Noon |
| **Mar 20th** | 3/16~ - 4/14  Req: 2/9 AL  Mand: WD 2/27 | 3/1 – 3/31 | 2/1 – 2/28 = 18 .Days  WD 2/9, 27 AL | 2/1 – 2/28 = 18 days | 2/1 – 2/28 = 18 days  WD 2/9,27 AL | 2/1/26 – 2/28/26 | 3/4 am Pickup  Posted 3/18 Noon |
| **Apr. 20th** | 4/15 – 5/14~  Mand. WD: 3/13 | 4/1 - 4/30 | 3/1 – 3/28 = 19 .Days  WD: 3/13 AL | 3/1 – 3/28 = 19 days | 3/1 – 3/28 = 19 days  WD: 3/13 AL | 3/1/26 – 3/28/26 | 4/1 am Pickup  Posted 4/16 Noon |
| **May 20th** | 5/14~ - 6/12  Holiday: 4/3  BIV: 4/6,7,8,9,10  Req: 5/1 AL | 5/1 – 5/31 | 3/29 – 5/2 = 24 .Days  Holiday: 4/3  BIV: 4/6,7,8,9,10  WD 5/1 AL | 3/29 – 5/2 = 18 days | 3/29 – 5/2 = 24 days  Holiday: 4/3  BIV: 4/6,7,8,9,10  WD 5/1 AL | 3/29/26 – 5/2/26 | 5/6 am Pickup:  Posted 5/18 Noon |
| **June 18th** | Ext Pay TEA Pay Runs w/Posted Abs for 5/3 – 6/12  Holiday: 5/25  Mand WD: 6/8,9,10,11  Req: 6/12 AL | 6/1 – 6/30 | 5/3 – 6/12 = 25 .Days  Holiday: 5/25  WD: 6/8,9,10,11,12 AL | 5/3 – 6/12 = 24 days | 5/3 – 6/12 = 25 days  Holiday: 5/25  WD: 6/8,9,10,11,12 AL | 5/3/26 – 6/6/26 EOM  & HRL  5/3/26 – 6/12/26 TEA | 6/9 am Pickup EOM & HRL  6/15 am Pickup TEA  Posted 6/16 Noon |
| **July 20th**  **2026** | No TEA Reporting | 7/1 – 7/31 | No CN Asst Pay/Reporting | No Bus Reporting | No Bus Reporting | 6/14/26 – 7/4/26 | 7/8 am EOM Pickup  Posted 7/16 Noon |

**NOTE: Absence/Timesheet reporting period dates for TEA and EOM are different than the actual pay period dates.**