|  |
| --- |
| 2025 - 2026Central Services Employees**All 12 Month Employees****ALL C.S. Timekeeper Employees**: Turn in leave forms as soon as absence is planned or immediately after emergency absence is taken. **Turn these leave forms in to your Timekeeper site manager.** **Timekeeper Site Managers:** Please have all Timekeeper data ready for the payroll department to pull by the time and date listed below. Please send your signed **green** time sheets to payroll as soon as possible after this due date/time.  |
| **Time-Sheet** | **Sun – Sat****Time Sheet****2025/2026 Dates** |  **Pick Up Date** | **Pay****Date** |
| July | 6/8/25 – 7/5/25 | 7/9/25 | 7/18/25 |
| Aug | 7/6/25 - 8/2/25 | 8/6/25 | 8/20/25 |
| Sept | 8/3/25 – 8/30/25 | 9/3/25 | 9/19/25 |
| Oct | 8/31/25 – 9/27/25 | 10/1/25 | 10/20/25 |
| Nov | 9/28/25 – 11/1/25 | 11/5/25 | 11/20/25 |
| Dec | 11/2/25 – 11/29/25 | 12/3/25 | 12/19/25 |
| Jan | 11/30/25 – 1/3/26 | 1/7/26 | 1/20/26 |
| Feb | 1/4/26 – 1/31/26 | 2/4/26 | 2/20/26 |
| Mar | 2/1/26 – 2/28/26 | 3/4/26 | 3/20/26 |
| Apr | 3/1/26 – 3/28/26 | 4/1/26 | 4/20/26 |
| May | 3/29/26 – 5/2/26 | 5/6/26 | 5/20/26 |
| June | 5/3/26 – 6/6/26  | 6/9/26 | 6/18/26 |
| July | 6/7/26– 7/4/26 | 7/8/26 | 7/20/26 |