

MEMORANDUM

TO: Payroll Designees
 FROM: Payroll Department
 RE: Payroll Dates for 2025/26 School Year

Please use the following schedule to submit service reports.

If you have any questions concerning this matter, please contact the staff accountant responsible for your school.

PAY PERIOD overtime calculated wkl Sunday - Saturday)	SERVICE REPORT DUE DATE	PAYROLL DATE	TEACHERS	Nurses RNs and LPNs	AIDES PARAS	10 MONTH	11 Month	12 MONTH	BUS DRIVERS & BUS AIDES
			August 4, 2025 May 22, 2026	August 4, 2025 May 22, 2026	August 4, 2025 May 22, 2026	July 21, 2025 June 5, 2026	July 14, 2025 June 24, 2025	July 1, 2024 June 30, 2025	August 4, 2025 May 22, 2026
6/1/25-6/28/25	7/10/2025	7/31/2025	0	0	0		0	0	0
6/29/25 - 7/26/25	8/10/2025	8/29/2025	0	0	0	5	10	20	0
7/27/25 - 8/30/25	9/10/2025	9/30/2025	20	20	20	25	25	25	20
8/31/25- 9/27/25	10/10/2025	10/31/2025	19	19	19	19	19	19	19
9/28/25 - 10/25/25	11/10/2025	11/28/2025	19	19	19	19	19	20	19
10/26/25-11/29/25	12/10/2025	12/31/2025	19	19	19	19	19	21	19
11/30/25- 12/27/25	1/10/2026	1/30/2026	15	15	15	15	15	16	15
12/28/25 - 1/31/26	2/10/2026	2/27/2026	19	19	19	19	19	19	19
2/1/26 - 2/28/26	3/10/2026	3/31/2026	17	17	17	17	17	18	17
3/1/26 -3 /28/26	4/10/2026	4/30/2026	20	20	19	20	20	20	20
3/29/26 - 4/25/26	5/10/2026	5/29/2026	15	15	15	15	15	15	15
4/26/26 - 5/30/26	6/10/2026	6/30/2026	20	20	20	24	24	24	20
5/31/26 - 6/27/26			0			5	18	23	0
			183	183	182	202	220	240	183
			+4 Flex	+4 Flex					+3 Flex
			187	187					186

2/28/2025