

## 2025-26 Pay Schedule

This includes: Overtime, Supplemental and Standard Pay

All supplemental pay sheets & payroll changes are due to Payroll by 5:00 p.m on Wednesdays except for the dates below in Red.

**Examples of Supplemental/Overtime pay sheets:**

Blue Sheets, Athletic Duty Sheets, Veritime Summaries (Overtime from Frontline)

**Examples of Payroll changes: (Changes should be made in person at the Business Office)**

W-4 forms & Direct Deposit Changes

Any questions regarding dates on this schedule, please contact:

**payroll@elginisd.net**

**Notes:**

- \*\*\* = 3 weeks covered in the up coming pay day.
- **Due Dates Highlighted in red** = Short processing time. No last minute submissions allowed after due date. If Payroll receives last minute changes, they will not be processed until the following pay day. Example: PR Change submitted on 12/2, will be processed on the 12/26 pay day.
- 'Days from last date covered until pay day' = how many days between the last day worked in the pay period and when employee sees those funds (supplemental pay).
- If you are a new 10 month employee who has chosen to received 25 payments throughout the School Year, please note your first payment will be on 8/29/25.

<u>PARs, Timesheets &amp; PR Changes Due Date</u>	<u>Dates Covered (Sun-Sat)</u>	<u># Of Weeks Covered</u>	<u>Friday Pay Day</u>	<u>Days From Last Date Covered Until Pay Day</u>	<u>Days Until Next Pay Day</u>	<u>Returning EEs # of Paychecks</u>	<u>New 10 Month EEs: 25 Paychecks Option</u>
08/06/25	07/20/25 - 08/09/25	***	08/29/25	20	14	24	1
08/27/25	08/10/25 - 08/23/25		09/12/25	20	14	1	2
09/10/25	08/24/25 - 09/06/25		09/26/25	20	14	2	3
09/24/25	09/07/25 - 09/20/25		10/10/25	20	21	3	4
10/08/25	09/21/25 - 10/04/25		10/31/25	27	14	4	5
10/29/25	10/5/25 - 10/25/25	***	11/14/25	20	14	5	6
11/12/25	10/26/25 - 11/08/25		11/28/25	20	14	6	7
12/01/25	11/09/25 - 11/22/25		12/12/25	20	14	7	8
12/08/25	11/23/25 - 12/06/25		12/26/25	20	21	8	9
01/05/26	12/07/25 - 12/27/25	***	01/16/26	20	14	9	10
01/14/26	12/28/25 - 01/10/26		01/30/26	20	14	10	11
01/28/26	01/11/26 - 01/24/26		02/13/26	20	14	11	12
02/11/26	01/25/26 - 02/07/26		02/27/26	20	14	12	13
02/25/26	02/08/26 - 02/21/26		03/13/26	20	14	13	14
03/09/26	02/22/26 - 03/07/26		03/27/26	20	14	14	15
03/25/26	03/08/26 - 03/21/26		04/10/26	20	14	15	16
04/08/26	03/22/26 - 04/04/26		04/24/26	20	14	16	17
04/22/26	04/05/26 - 04/18/26		05/15/26	27	14	17	18
05/13/26	04/19/26 - 05/09/26	***	05/29/26	20	14	18	19
05/27/26	05/10/26 - 05/23/26		06/12/26	20	14	19	20
06/10/26	05/24/26 - 06/06/26		06/26/26	20	14	20	21
06/24/26	06/07/26 - 06/20/26		07/10/26	20	21	21	22
07/08/26	06/21/26 - 07/04/26		07/31/26	27	14	22	23
07/29/26	07/05/26 - 07/25/26	***	08/14/26	20	14	23	24
08/12/26	07/26/26 - 08/08/26		08/28/26	20	14	24	25