

Herricks Public Schools Payroll Schedule for 2025-2026

		Time Sheets		
12 Month	10 Month	Period Covered (A)	Due Date to Payroll Dept (B)	Pay Date
1		6/14/25 - 6/30/25	7/1/2025	7/15/2025
2		7/1/25 - 7/15/25	7/16/2025	7/31/2025
3		7/16/25 - 7/31/25	8/1/2025	8/15/2025
4		8/1/25 - 8/15/25	8/18/2025	8/29/2025
5	1	8/16/25 - 8/31/25	9/2/2025	9/15/2025
6	2	9/1/25 - 9/15/25	9/16/2025	9/30/2025
7	3	9/16/25 - 9/30/25	10/1/2025	10/15/2025
8	4	10/1/25 - 10/15/25	10/16/2025	10/31/2025
9	5	10/16/25 - 10/31/25	11/3/2025	11/14/2025
10	6	11/1/25 - 11/14/25	11/17/2025	11/26/2025
11	7	11/15/25 - 11/30/25	12/1/2025	12/15/2025
12	8	12/1/25 - 12/10/25	12/10/2025 **	12/19/2025
13	9	12/11/25 - 12/31/25	1/5/2026	1/15/2026
14	10	1/1/26 - 1/15/26	1/16/2026	1/30/2026
15	11	1/16/26 - 1/31/26	2/2/2026	2/13/2026
16	12	2/1/26 - 2/6/26	2/6/2026 **	2/27/2026
17	13	2/7/26 - 2/28/26	3/2/2026	3/13/2026
18	14	3/1/26 - 3/13/26	3/16/2026	3/31/2026
19	15	3/14/26 - 3/24/26	3/24/2026 **	4/15/2026
20	16	3/25/26 - 4/15/26	4/16/2026	4/30/2026
21	17	4/16/26 - 4/30/26	5/1/2026	5/15/2026
22	18	5/1/26 - 5/15/26	5/18/2026	5/29/2026
23	19	5/16/26 - 5/31/26	6/1/2026	6/15/2026
24	20	6/1/26 - 6/15/26	6/16/2026	6/30/2026
		6/16/26 - 6/30/26	7/1/2026	7/15/2026

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(A) - Time sheets should only be for work performed during the days in the period covered.

(B) - Properly approved time sheets must be submitted to the Payroll Department **by 1pm** on due date. Appropriate time should be given to allow for proper approvals as indicated on respective time sheet.

Time sheets for Athletic Dept, Summer Programs, Chaperones, etc. will be processed as received. Appropriate time should be given to those time sheets which must be approved by the respective Assistant Superintendent prior to processing by the Payroll Department.

Please note there may be a one pay period lag for pay changes to take affect following a Board of Education appointment.

* - First benefit deduction for September and 10 month employees.

** - Due to the upcoming Recess break, time sheets are due to Payroll Dept by **end of work day**.