

SCHEDULE OF PAYDAYS – 2025/2026 SCHOOL YEAR - WATERTOWN CITY SCHOOL DISTRICT

TO: ALL STAFF

******IMPORTANT – KEEP THIS SCHEDULE ALL YEAR******

ALSO, REMEMBER TO KEEP YOUR PAY STUBS!!!!!! PLEASE READ ALL NOTES BELOW....

TIME SHEETS MUST BE IN THE
PAYROLL OFFICE THIS DATE-NO LATER

(MEMO)

FOR PAYMENT ON THE DATE OF:

1. Friday, June 27, 2025	1st pay for 12 month salaried staff	Friday, July 11, 2025
2. Friday , July 11, 2025		Friday, July 25, 2025
3. Friday, July 25, 2025		Friday, August 8, 2025
4. Friday, August 8, 2025		Friday, August 22, 2025
5. Friday, August 22, 2025	1st Pay - 10 Month Salaried Staff	Friday, September 5, 2025
6. Friday, September 5, 2025		Friday, September 19, 2025
7. Friday, September 19, 2025		Friday, October 3, 2025
8. Friday, October 3, 2025		Friday, October 17, 2025
9. Friday, October 17, 2025		Friday, October 31, 2025
10. Friday, October 31, 2025		Friday, November 14, 2025
11. Friday, November 14, 2025	Early Pay due to Holiday	Wednesday , November 26, 2025
12. Wednesday , November 26, 2025		Friday, December 12, 2025
13. Friday, December 12, 2025		Friday, December 26, 2025
14. Friday, December 26, 2025		Friday, January 9, 2026
15. Friday, January 9, 2026		Friday, January 23, 2026
16. Friday, January 23, 2026		Friday, February 6, 2026
17. Friday, February 6, 2026		Friday, February 20, 2026
18. Friday, February 20, 2026		Friday, March 6, 2026
19. Friday, March 6, 2026		Friday, March 20, 2026
20. Friday, March 20, 2026	Early Pay due to Holiday	Thursday , April 2, 2026
21. Thursday , April 2, 2026		Friday, April 17, 2026
22. Friday, April 17, 2026		Friday, May 1, 2026
23. Friday, May 1, 2026		Friday, May 15, 2026
24. Friday, May 15, 2026		Friday, May 29, 2026
25. Friday, May 29, 2026	*Final Pay 10 Month Salaried Staff	Friday, June 12, 2026
26. Friday, June 12, 2026	*Final Pay for 12 Month Salaried Staff and Aides, Assistants, LPNs	Friday, June 26, 2026

1. Friday, June 26, 2026	1st pay for 12 Month Salaried Staff	Friday, July 10, 2026
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*Pays ALL SALARIED EMPLOYEES THROUGH THE END OF JUNE 2026...21 Pays for 10-month instructional and clerical staff, and 26 Pays for 12-month staff. Those 10-month employees who elect the “BIG CHECK” in June will receive this on June 12, 2026. Aides, Assistants, and LPNs get 22 checks, with their last one on June 26, 2026.

TIME SHEETS: Absolutely **MUST** be submitted on the dates noted above. Where there are vacations, please send them **EARLY** whenever possible. **TIMEKEEPERS** are to turn in Time Sheets on the date specified. Time constraints preclude late submission of Time Sheets.

IMPORTANT: Time Sheets for **NON-FACULTY** STAFF MUST BE SENT TO NANCY
Time Sheets for **FACULTY** STAFF MUST BE SENT TO MARIA Please do not “mix” together in one envelope.

HOURLY AND DAILY EMPLOYEES: Paychecks include the **ACTUAL TIME WORKED** THROUGH THE DATE THE TIME SHEET IS **TURNED IN** (see the date at left above).
PLEASE NOTE: EXAMPLE: Your check that is DATED February 20, 2026 includes the time worked from January 24 through February 6, 2026. This also holds true for any extra hours worked by salaried employees. There is a 2 week lag on ALL HOURLY WAGES.

TO HAVE YOUR CHECKS MAILED: Employees whose paychecks are **REGULARLY MAILED (SUBSTITUTES)** are not concerned with this. Employees whose checks are regularly sent to their buildings, and who wish to have them mailed, must provide a **STAMPED SELF- ADDRESSED ENVELOPE TO PAYROLL**, no later than 4 working days prior to the payday. Checks are mailed the **DAY BEFORE** payday. **WE ABSOLUTELY DO NOT GUARANTEE DELIVERY THE NEXT DAY BY THE POST OFFICE!!**

PICK UP OF PAYCHECKS: **IMPORTANT** Checks may only be picked up by the payee whose name appears on the check, unless a **WRITTEN, SIGNED AUTHORIZATION** is received by the Payroll Department or Building Principal in advance of the payday. **THERE ARE NO EXCEPTIONS. THIS INCLUDES SPOUSES AND OTHER FAMILY MEMBERS. A TELEPHONE CALL IS NOT ACCEPTABLE.**

DELIVERY OF PAYCHECKS: ALL Paychecks will be sent to the respective buildings every payday. If you wish **OTHER DISPOSITION** of your paycheck (sent to another location) **YOU MUST LET US KNOW. WE DO NOT AUTOMATICALLY HOLD PAYCHECKS IF YOU MOVE FROM “DAYS” TO “NIGHTS”, OR IF YOU ARE GOING ON VACATION, ETC. IF YOU WANT YOUR CHECK HANDLED “DIFFERENTLY” IT IS YOUR RESPONSIBILITY TO NOTIFY US.**

ABSENCES: Keep in mind that absences on your check stub reflect **TIME TAKEN THROUGH THE DAY THE TIME SHEET IS TURNED IN (A 2 WEEK LAG). ALSO, IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR DAYS, EVEN THOUGH THEY APPEAR ON YOUR STUB. WE TRY HARD NOT TO MAKE ERRORS, BUT THEY CAN OCCUR.** Year round staff, please note: “Days” will not appear for the first few paychecks in the new fiscal year (July/August) because of the lag, and the new days that you earn. This makes it all the more important that you keep track on your own.

TIMEKEEPERS: Please furnish a copy of this schedule to first time substitutes and explain to them when they can expect to receive their first pay. The payroll office receives numerous phone calls from these employees because they did not get the schedule. This helps us, and them. **THANKS!!**