



**RICHMOND PUBLIC SCHOOLS
DEPARTMENT OF FINANCE
DISTRICT WIDE PAYROLL PROCESSING SCHEDULE
SCHOOL YEAR 2025 - 2026**

Subject to Change at Anytime

PayDay	Run Type	Calc Day	Due by Noon	PayDay	Run Type	Calc Day	Due by Noon
			TIMEKEEPERS DEADLINE for TCP, CBA, Timesheets, and approvals				TIMEKEEPERS DEADLINE for TCP, CBA, Timesheets, and approvals
7/15/2025	Regular & Spread	7/8/2025	7/1/2025	1/22/2026	Supplemental & Stipend	1/20/2026	1/16/2026
7/22/2025	Supplemental & Stipend	7/17/2025	7/16/2025	1/30/2026	Regular	1/26/2026	1/16/2026
7/31/2025	Regular & Spread	7/24/2025	7/16/2025	2/5/2026	Supplemental	2/3/2026	2/2/2026
8/7/2025	Supplemental	8/5/2025	8/4/2025	2/13/2026	Regular	2/9/2026	2/2/2026
8/15/2025	Regular & Spread	8/11/2025	7/31/25 COB	2/20/2026	Supplemental & Stipend	2/18/2026	2/17/2026
8/21/2025	Supplemental & Stipend	8/19/2025	8/18/2025	2/27/2026	Regular	2/23/2026	2/17/2026
8/28/2025	Regular	8/22/2025	8/18/2025	3/5/2026	Supplemental	3/3/2026	3/2/2026
9/5/2025	Supplemental	9/3/2025	9/2/2025	3/13/2026	Regular	3/9/2026	3/2/2026
9/15/2025	Regular	9/9/2025	9/2/2025	3/19/2026	Supplemental & Stipend	3/17/2026	3/16/2026
9/19/2025	Supplemental & Stipend	9/17/2025	9/16/2025	3/31/2026	Regular	3/25/2026	3/16/2026
9/30/2025	Regular	9/24/2025	9/16/2025	4/8/2026	Supplemental	4/2/2026	3/27/26 COB
10/7/2025	Supplemental	10/3/2025	10/1/2025	4/15/2026	Regular	4/9/2026	3/27/26 COB
10/15/2025	Regular	10/9/2025	10/1/2025	4/21/2026	Supplemental & Stipend	4/17/2026	4/16/2026
10/22/2025	Supplemental & Stipend	10/17/2025	10/16/2025	4/30/2026	Regular	4/24/2026	4/16/2026
10/31/2025	Regular	10/27/2025	10/16/2025	5/6/2026	Supplemental	5/4/2026	5/1/2026
11/10/2025	Supplemental	11/6/2025	10/31/25 COB	5/15/2026	Regular	5/11/2026	5/1/2026
11/14/2025	Regular	11/10/2025	10/31/25 COB	5/21/2026	Supplemental & Stipend	5/19/2026	5/18/2026
11/25/2025	Regular	11/19/2025	11/14/25 COB	5/29/2026	Regular	5/22/2026	5/18/2026
12/8/2025	Regular*	12/2/2025	11/24/2025	6/4/2026	Supplemental	6/2/2026	6/1/2026
12/17/2025	Regular*	12/11/2025	12/8/2025	6/15/2026	Regular	6/8/2026	6/1/2026
12/19/2025	Supplemental	12/17/2025	12/16/2025	6/22/2026	Supplemental & Stipend	6/17/2026	6/16/2026
1/15/2026	Regular	1/9/2026	1/5/2026	6/30/2026	Regular	6/23/2026	6/16/2026

COB = close of business

*- Denotes early cutoff

December paydates have been accelerated due to winter break