

2025-2026 SUBSTITUTE Payroll Calendar

Pay Date	Dates Covered	Payroll Cutoff Date
September 10, 2025	August 2025	September 3, 2025
October 9, 2025	September 2025	October 3, 2025
November 10, 2025	October 2025	November 5, 2025
December 10, 2025	November 2025	December 3, 2025
January 9, 2026	December 2025	January 5, 2026
February 10, 2026	January 2026	February 4, 2026
March 10, 2026	February 2026	March 4, 2026
April 10, 2026	March 2026	April 6, 2026
May 8, 2026	April 2026	May 4, 2026
June 10, 2026	May 2026	June 3, 2026

Sub tracking must be imported every Wednesday by noon for the previous week.

The only exception is for the last week of the month, those dates must be imported by noon on the Payroll Cutoff Date listed above.