5/29/2025

MOUNT PLEASANT ELEMENTARY SCHOOL DISTRICT

2025-2026 Payroll Schedule

		DUE DATES FOR TIMESHEETS			
		Payroll Cutoff Dates & Timesheet Due Dates From Employees to Administrator	From Management Extended Duty Approval & PERSONNEL Adjustment To PAYROLL	Pay Dates	
MONTH/YEAR	PAY PERIOD	Due End of Work Day	Due by 3:00PM	10:00 AM to 3:00 PM*	
2025	**To include summer school time 6/2025**				
JULY **	**6/13/25 - 7/10/25	Thu, Jul 10	Fri, Jul 11	Thu, Jul 31	
AUGUST	7/11/25 - 8/8/25	Fri, Aug 08	Mon, Aug 11	Fri, Aug 29	
SEPTEMBER	8/9/25 - 9/8/25	Tue, Sep 09	Wed, Sep 10	Tue, Sep 30	
OCTOBER	9/9/25 - 10/9/25	Thu, Oct 09	Fri, Oct 10	Fri, Oct 31	
NOVEMBER	10/10/25- 11/4/25	Tue, Nov 04	Wed, Nov 05	Tue, Nov 25	
DECEMBER	11/5/25 - 12/3/25	Wed, Dec 03	Thu, Dec 04	Fri, Dec 19	
2026					
JANUARY	12/4/25- 1/9/26	Fri, Jan 09	Mon, Jan 12	Fri, Jan 30	
FEBRUARY	1/10/26 - 2/6/26	Fri, Feb 06	Mon, Feb 09	Fri, Feb 27	
MARCH	2/7/26 - 3/9/26	Mon, Mar 09	Tue, Mar 10	Mon, Mar 30	
APRIL	3/10/26 - 4/9/26	Thu, Apr 09	Fri, Apr 10	Thu, Apr 30	
MAY	4/10/26 - 5/8/26	Fri, May 08	Mon, May 11	Fri, May 29	
JUNE	5/9/26 - 6/11/26	Thu, Jun 11	Fri, Jun 12	Tue, Jun 30	

* Please submit your extended duty hours within 60 days
* Please DO NOT report hours performed after the cutoff date.
* Sub/Hourly Paychecks will be available for pick-up at the DO from 10:00AM to 3:00PM

*November, December - PAY EARLY due to holidays.
*November 25, 2025 : check pick-up at District Office, please cash on 11/26/2025 as County Paid Date

This Schedule is Subject to Change

PLEASE KEEP THIS INFORMATION FOR REFERENCE