

EASTERN SUFFOLK BOCES

201 Sunrise Highway

Patchogue, NY 11772

**2025-2026 Payroll Dates**

**Timesheet\* Submission Schedule**

\*Timesheets for substitutes, overtime, adult education instructors, per-diem staff, etc.

• Timesheet Schedule •			
Work Period for Timesheets	Due Date in Payroll Office Electronic Supervisor Approval Due Date	Payroll Date	Note
06/14 to 06/18	06/20/25	07/03/25	A, G, H
06/19 to 07/09	<b>**07/09/25**</b>	07/18/25	B, SS
N/A	VACATION SELLBACK	07/21/25	I
07/10 to 07/17	07/21/25	08/01/25	
07/18 to 07/31	08/04/25	08/15/25	
08/01 to 08/14	08/18/25	08/29/25	G
08/15 to 08/27	08/29/25	09/12/25	C
08/28 to 09/09	09/11/25	09/26/25	T
09/10 to 09/24	09/26/25	10/10/25	
09/25 to 10/08	10/10/25	10/24/25	
10/09 to 10/23	10/27/25	11/07/25	
10/24 to 11/05	11/07/25	11/21/25	
11/06 to 11/18	11/20/25	12/05/25	T
11/19 to 12/04	12/08/25	12/19/25	
12/05 to 12/16	12/18/25	01/02/26	
12/17 to 12/31	01/02/26	01/16/26	
01/01 to 01/14	01/16/26	01/30/26	G
01/15 to 01/29	02/02/26	02/13/26	
01/30 to 02/11	02/13/26	02/27/26	
02/12 to 02/26	03/02/26	03/13/26	
02/27 to 03/12	03/16/26	03/27/26	T
03/13 to 03/25	03/27/26	04/10/26	
03/26 to 04/09	04/13/26	04/24/26	
04/10 to 04/23	04/27/26	05/08/26	
04/24 to 05/07	05/11/26	05/22/26	
05/08 to 05/20	05/22/26	06/05/26	
05/21 to 06/04	06/08/26	06/18/26	H, T
N/A	N/A	06/26/26	D, G
06/05 to 06/16	06/18/26	06/30/26	E, G

**A** First payroll for 12 M staff (4 DAY PAY)

**B** First regular biweekly for 12 month staff

**C** First payroll for 10 M instructional staff

**D** Final payroll for 10 M instructional staff

**E** Final payroll 12 M staff (7 DAY PAY)

**F** Deductions for 403b and 457 plans will occur (n/a for the 2025-26 school year)

**G** Deductions for 403b and 457 plans will not occur

**H** Pay date due to school/office closing schedule

**I** Vacation Sell Back

**SS** First Summer School Payment - \*\*Timesheets MUST be approved BY 4:00PM\*\*

**T** Taxable Fringe Benefits

**\*Timesheets should be entered by the employee in WinCapWeb at the completion of their work shift in accordance with this schedule. Additional information and guides can be found at [www.esboces.org/payroll](http://www.esboces.org/payroll)**