

# HUMAN RELATIONS AND PAYROLL CALENDAR DEADLINES

2025-26 SCHOOL YEAR

DS PAY PERIOD/ MONTH	EWA DEADLINES				SITE PAYROLL TIMESHEET ENTRY DEADLINE	PCA FINAL APPROVAL & PS ENTRY DEADLINE	PAYROLL CALC #1	PAYROLL RUN DATE	PAYROLL ISSUE DATE
	SUBMISSION	1ST APPROVAL - HR	2ND APPROVAL - FISCAL/DEPT	3RD APPROVAL - PAYROLL					
JUN HRLY / JUL PAY	6/13/2025	6/16/2025	6/17/2025	6/20/2025	7/2/2025	7/9/2025	7/17/2025	7/21/2025	7/31/2025
JUL HRLY / AUG PAY	7/18/2025	7/22/2025	7/24/2025	7/28/2025	8/5/2025	8/12/2025	8/18/2025	8/20/2025	8/29/2025
AUG HRLY / SEP PAY	8/20/2025	8/22/2025	8/26/2025	8/28/2025	9/4/2025	9/11/2025	9/16/2025	9/18/2025	9/30/2025
SEP HRLY / OCT PAY	9/18/2025	9/22/2025	9/24/2025	9/26/2025	10/3/2025	10/10/2025	10/17/2025	10/21/2025	10/31/2025
OCT HRLY / NOV PAY	10/20/2025	10/22/2025	10/24/2025	10/28/2025	11/4/2025 @ 12PM	11/7/2025	11/13/2025	11/17/2025	11/26/2025
NOV HRLY / DEC PAY	11/14/2025	11/18/2025	11/19/2025	11/21/2025	12/2/2025 @ 12PM	12/5/2025	12/9/2025	12/11/2025	12/19/2025
DEC HRLY / JAN PAY	12/9/2025	12/11/2025	12/12/2025	12/16/2025	1/5/2026	1/12/2026	1/15/2026	1/20/2026	1/30/2026
JAN HRLY / FEB PAY	1/16/2026	1/21/2026	1/23/2026	1/27/2026	2/4/2026	2/9/2026	2/12/2026	2/17/2026	2/27/2026
FEB HRLY / MAR PAY	2/13/2026	2/19/2026	2/23/2026	2/25/2026	3/4/2026	3/11/2026	3/16/2026	3/18/2026	3/30/2026
MAR HRLY / APR PAY	3/16/2026	3/18/2026	3/20/2026	3/24/2026	4/3/2026	4/10/2026	4/16/2026	4/20/2026	4/30/2026
APR HRLY / MAY PAY	4/17/2026	4/21/2026	4/23/2026	4/27/2026	5/5/2026	5/11/2026	5/14/2026	5/18/2026	5/29/2026
MAY HRLY / JUN PAY	5/18/2026	5/20/2026	5/22/2026	5/27/2026	6/3/2026	6/10/2026	6/15/2026	6/17/2026	6/30/2026
JUN HRLY / JUL PAY	6/12/2026	6/16/2026	6/18/2026	6/23/2026	7/2/2026	TBD	TBD	TBD	7/31/2026

**EWA TIER APPROVALS:** EWAS NOT SUBMITTED BY THE DUE DATE WILL BE APPROVED AND PROCESSED ON THE NEXT PAY PERIOD  
EACH GROUP MUST APPROVE BY THE DEADLINE ABOVE

**PAYROLL DEADLINE:** TIMESHEETS NOT SUBMITTED BY THE DUE DATE WILL BE PROCESSED ON THE NEXT SCHEDULED PAY PERIOD

**DATES TO NOTE:** DECEMBER PAY DAY IS EARLY AND AS A RESULT IS A SHORT PAYROLL MONTH  
THE SPRING BREAK IS MARCH 30 - APRIL 3, PRESIDENT'S HOLIDAYS ARE NOW A FULL WEEK FOR STUDENTS AND STAFF\* (FEB 16 - FEB 20)

\*Staff - review Classified Work Calendars to see your scheduled work days for President's week

\*\*\*PLEASE EMAIL THE PAYROLL GROUP (PAYROLL@VISTAUSD.ORG) IF THERE ARE ANY CHANGES, UPDATES, OR CONSIDERATIONS REGARDING AN EMPLOYEES' PAY