

SOUTH LANE 2025-2026 PAYROLL SCHEDULE

Payroll funds will be released to banks, and checks will be mailed on the “**Funds Release Date**” listed below.

Direct Deposits: Your payment will be posted to your bank account based on your bank’s processing timeline.

Automatic Payments: If you have automatic payments scheduled from your account, we recommend setting the payment date **after the 25th** to ensure your paycheck is deposited beforehand.

Manual Checks: These will be sent via the U.S. Postal Service to the mailing address on file.

<u>Month</u>	<u>Time Cards Due</u>	<u>Funds Release Date</u>	<u>Pay Date</u>
July 2025	July 15, 2025	July 23, 2025	July 25, 2025
August 2025	Aug 15, 2025	Aug 22, 2025	Aug 25, 2025
September 2025	Sept 15, 2025	Sept 23, 2025	Sept 25, 2025
October 2025	Oct 15, 2025	Oct 22, 2025	Oct 24, 2025
November 2025	Nov 14, 2025	Nov 21, 2025	Nov 25, 2025
December 2025	Dec 15, 2025	Dec 22, 2025	Dec 24, 2025
January 2026	Jan 15, 2026	Jan 21, 2026	Jan 23, 2026
February 2026	Feb 16, 2026	Feb 23, 2026	Feb 25, 2025
March 2026	March 16, 2026	March 23, 2026	March 25, 2026
April 2026	April 15, 2026	April 22, 2026	April 24, 2026
May 2026	May 15, 2026	May 20, 2026	May 22, 2026
June 2026	June 15, 2026	June 23, 2026	June 25, 2026

- Payments to 3rd party vendors (HRA-VEBA; American Fidelity, 403b Accounts) will be made within 5 working days from the pay date.
- Pay information will be uploaded to PERS and processed within 2 months after the pay date.
- Payroll changes and stipend information must be submitted by the 10th of the month in order to be included in the current month’s pay.
- All timesheets must be submitted to the payroll office by 4:00 p.m. by the time card due date to be included in the current month’s pay.
- Please call Sherri at 767-3575 if time sheets cannot be in the payroll office by the cutoff deadline.