

# COMMUNITY HIGH SCHOOL DISTRICT 94

TO: ALL STAFF  
 FROM: Payroll  
 RE: 2025-2026 Payroll Schedule

*Rev Date: 2-24-2025*

## MEMORANDUM

Please use the schedule below for timesheet submittal as indicated for each payroll cycle.

This schedule will be a guideline for processing timesheets submitted for custodians, maintenance part-time workers, substitutes, student workers, cafeteria supervisors and authorized extra-duty.

It will also function as a guideline for processing dock days, and reporting sick time on paycheck stubs.

<u>REPORTS COVER THE FOLLOWING PAY PERIODS</u>	<u>DATE REPORTS DUE TO PAYROLL</u>	<u>2025-2026 PAYCHECK ISSUED</u>
Supp 6/16-6/29 * Cert 7/1-7/6	7/1/2025	7/15/2025
Supp 6/30-7/13 * Cert 7/7 - 7/13	7/15/2025	7/31/2025
07/14-07/27	7/29/2025	8/15/2025
07/28-08/10	8/12/2025	8/29/2025
08/11-08/24	8/26/2025	9/15/2025
08/25-09/07	9/9/2025	9/30/2025
09/08-09/21	9/23/2025	10/15/2025
09/22-10/05	10/7/2025	10/31/2025
10/06-10/19	10/21/2025	11/14/2025
10/20-11/02	11/4/2025	11/25/2025
11/03-11/16	11/18/2025	12/15/2025
11/17-12/7	12/9/2025	12/30/2025
12/08-12/21	12/23/2025	1/15/2026
12/22-1/4/2026	1/6/2026	1/30/2026
01/05-01/18	1/20/2026	2/13/2026
01/19-02/01	2/3/2026	2/27/2026
02/02-02/15	2/17/2026	3/13/2026
02/16-03/01	3/3/2026	3/31/2026
03/02-03/22	3/24/2026	4/15/2026
03/23-04/05	4/7/2026	4/30/2026
04/06-04/19	4/21/2026	5/15/2026
04/20-05/03	5/5/2026	5/29/2026
5/04 - 5/24 due 5/26	5/26/2026	6/15/2026
5/25-6/14 Supt & Cert 5/25-6/30	Curric Due asap-by 6/16	6/30/2026
<u>START FY27</u>		
Supp 6/15-6/28 * Cert 7/1-7/5	6/30/2026	7/15/2026
Supp 6/29-7/12 * Cert 7/6 - 7/12	7/14/2026	7/31/2026
07/13-07/26	7/28/2026	8/14/2026
07/27-08/9	8/11/2026	8/31/2026