

EMPLOYEE PAYROLL

2025 - 2026

<u>Checks Dated / Issued</u>	<u>Pay Period for Classified Employees</u>	<u>Number of Weekdays in Period¹</u>	<u>Payroll Due Date</u>
* June 18, 2025	May 28 - June 11	11	June 12
July 2, 2025	June 12 - June 30	13	June 26
* July 17, 2025	July 1 - July 14	10	July 10
August 5, 2025	July 15 - July 28	10	July 29
* August 20, 2025	July 29 - August 11	10	August 13
September 5, 2025	August 12 - August 26	11	August 29
* September 19, 2025	August 27 - September 11	12	September 12
October 3, 2025	September 12 - September 25	10	September 26
* October 20, 2025	September 26 - October 13	12	October 15
November 5, 2025	October 14 - October 27	10	October 29
* November 20, 2025	October 28 - November 11	11	November 12
December 5, 2025	November 12 - November 26	11	November 21
* December 18, 2025 ²	November 27 - December 10	10	December 12
January 5, 2026 ³	December 11 - December 25	11	December 18
* January 20, 2026	December 26 - January 12	12	January 13
February 5, 2026	January 13 - January 26	10	January 28
* February 20, 2026	January 27 - February 11	12	February 13
March 5, 2026	February 12 - February 25	10	February 26
* March 19, 2026 ⁴	February 26 - March 11	10	March 12
April 3, 2026	March 12 - March 25	10	March 30
* April 20, 2026	March 26 - April 12	12	April 14
May 5, 2026	April 13 - April 27	11	April 28
* May 20, 2026	April 28 - May 11	10	May 13
June 5, 2026	May 12 - May 27	12	May 28
* June 18, 2026	May 28 - June 12	12	June 11
July 2, 2026	June 13 - June 30	12	June 26
* July 20, 2026	July 1 - July 14	10	July 16
August 5, 2026	July 15 - July 28	10	July 29
* August 20, 2026	July 29 - August 11	10	August 13
September 4, 2026	August 12 - August 26	11	August 28
* September 18, 2026	August 27 - September 10	11	September 11

* Pay Date for Certified Staff and Substitute Teachers

Employees can access their direct deposit information through the Employee Portal: <https://skyward.iscorp.com/SD25IDBusSTS/Session/Signin>

1: This indicates the number of weekdays in the period for which classified hours may be paid. The actual number of paid days is dependent upon the work and holiday schedule of each employee.

2: December 18, 2025 payroll:

All payments will be made on December 18. Employees are encouraged to review those payments and notify the Payroll Office of any discrepancies by 11:00 a.m. for resolution. Taxes and PERSI will be submitted on December 19 and all other deductions will be processed and submitted to the appropriate vendors/agencies on December 19. Notifications not made by that deadline will not be resolved until after employees return on January 5, 2026. Checks that have not been picked up will be mailed December 19.

3: January 5, 2026 payroll:

Payroll will be processed on January 2. All payroll items for 12-month employees must be received by 10:00 a.m. on January 2 in order to be processed. All other locations must submit payroll items / data by December 19, 2024.

4: March 19, 2026 payroll:

All payments will be made on March 19. Employees are encouraged to review those payments and notify the Payroll Office of any discrepancies by 11:00 a.m. for resolution. Taxes and PERSI will be submitted on March 20 and all other deductions will be processed and submitted to the appropriate vendors/agencies on March 20. Notifications not made by that deadline will not be resolved until after employees return on March 30, 2026. Checks that have not been picked up will be mailed March 20.