

SOMERSET HILLS SCHOOL DISTRICT
2025-2026 PAYROLL SCHEDULE

***Employees that are paid hourly wages or receive compensation for additional duties must be signed by their supervisor and submitted to the Payroll Office by the dates shown below. Give your supervisor ample time to hand it in to Payroll by this date.**

Pay	Pay Date	Timesheet Payroll Period	Timesheets due to Payroll
1	July 15, 2025	Up to 6/30/25	July 7, 2025
2	July 30, 2025	7/1/25 - 7/15/25	July 21, 2025
3	August 15, 2025	7/16/25 - 7/31/25	August 4, 2025
4	August 29, 2025	8/1/25 - 8/15/25	August 18, 2025
5	September 15, 2025	8/16/25 - 8/31/25	September 5, 2025
6	September 30, 2025	9/1/25 - 9/15/25	September 19, 2025
7	October 15, 2025	9/16/25 - 9/30/25	October 6, 2025
8	October 30, 2025	10/1/25 - 10/15/25	October 20, 2025
9	November 14, 2025	10/16/25 - 10/31/25	November 3, 2025
10	November 26, 2025	11/1/25 - 11/15/25	November 17, 2025
11	December 15, 2025	11/16/25 - 11/30/25	December 5, 2025
*12	*December 23, 2025	*No Timesheets	*This period will be paid on 1/15
13	January 15, 2026	12/1/25 -12/31/25	January 5, 2026
14	January 30, 2026	1/1/26 - 1/15/26	January 19, 2026
15	February 12, 2026	1/16/26 - 1/31/26	February 3, 2026
16	February 27, 2026	2/1/26 - 2/15/26	February 19, 2026
17	March 13, 2026	2/16/26 - 2/28/26	March 6, 2026
18	March 30, 2026	3/1/26 - 3/15/26	March 23, 2026
19	April 15, 2026	3/16/26 - 3/31/26	April 1, 2026 *Due to Spring Break (any timesheets not submitted by this date will be paid on the following pay period)
20	April 30, 2026	4/1/26 - 4/15/26	April 21, 2026
21	May 15, 2026	4/16/26 - 4/30/26	May 6, 2026
22	May 29, 2026	5/1/26 - 5/15/26	May 20, 2026
23	June 15, 2026	5/16/26 - 5/31/26	June 4, 2026
24	June 18, 2026 *10 month employees only	6/1/26 - 6/15/26 *10 month employees only	Timesheets received after 6/8 at 12 noon will be paid on June 30, 2025
25	June 30, 2026	6/1/26 - 6/19/26	June 22, 2026

