

2025-2026

Substitute & Hourly Cutoff Schedule for Payroll Documentation

Pay Period	Due date for <u>FINAL APPROVAL</u> for all time cards, absences, extra duty, etc.	Pay Date
Aug 9 - Aug 15 Aug 16 - Aug 22 Aug 23 - Aug 29	08/19/2025 08/26/2025 09/02/2025	9/15/2025
Aug 30 - Sept 5 Sept 6 - Sept 12	09/09/2025 09/16/2025	9/30/2025
Sept 13 - Sept 19 Sept 20 - Sept 26	09/23/2025 09/30/2025	10/15/2025
Sept 27 - Oct 3 Oct 4 - Oct 10	10/07/2025 10/14/2025	10/31/2025
Oct 11 - Oct 17 Oct 18 - Oct 24	10/21/2025 10/28/2025	11/14/2025
Oct 25 - Oct 31 Nov 1 - Nov 7	11/04/2025 11/11/2025	11/28/2025
Nov 8 - Nov 14 Nov 15 - Nov 21 Nov 22 - Nov 28	11/18/2025 11/25/2025 12/02/2025	12/15/2025
Nov 29 - Dec 5 Dec 6 - Dec 12	12/09/2025 12/16/2025	12/31/2025
Dec 13 - Dec 19 Dec 20 - Dec 26 Dec 27 - Jan 2, 2026	01/06/2026 01/06/2026 01/06/2026	1/15/2026
Jan 3 - Jan 9 Jan 10 - Jan 16	01/13/2026 01/20/2026	1/30/2026
Jan 17 - Jan 23 Jan 24 - Jan 30	01/27/2026 02/03/2026	2/13/2026
Jan 31 - Feb 6 Feb 7 - Feb 13	02/10/2026 02/17/2026	2/27/2026

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Feb 14 - Feb 20 Feb 21 - Feb 27	02/24/2026 03/03/2026	3/13/2026
Feb 28 - March 6 March 7 - March 13	03/10/2026 03/17/2026	3/31/2026
March 14 - March 20 March 21 - March 27	03/24/2026 03/31/2026	4/15/2026
March 28 - April 3 April 4 - April 10	04/07/2026 04/14/2026	4/30/2026
April 11 - April 17 April 18 - April 24 April 25 - May 1	04/21/2026 04/28/2026 05/05/2026	5/15/2026
May 2 - May 8 May 9 - May 15	05/12/2026 05/19/2026	5/29/2026
May 16 - May 22 May 23 - May 29	05/26/2026 06/02/2026	6/15/2026
May 30 - June 5 June 6 - June 12	06/09/2026 06/16/2026	6/30/2026
June 13 - June 19 June 20 - June 26	06/23/2026 06/30/2026	7/15/2026
June 27 - July 3 July 4 - July 10	07/07/2026 07/14/2026	7/31/2026
July 11 - July 17 July 18 - July 24	07/21/2026 07/28/2026	8/14/2026
July 25 - July 31 Aug 1 - Aug 7	08/04/2026 08/11/2026	8/31/2026