

EAST CENTRAL INDEPENDENT SCHOOL DISTRICT

MONTHLY TIME CARDS ONLY

2025-2026 DATES FOR ADMINISTRATORS/TEACHERS/PARAPROFESSIONALS

<u>DUE DATES</u>	<u>PERIOD COVERED</u>	<u>PAY DATES</u>
August 11, 2025	08/01/25 - 08/10/25	September 15, 2025
September 8, 2025	08/11/25 - 09/07/25	October 15, 2025
October 6, 2025	09/08/25 - 10/05/25	November 14, 2025
November 3, 2025	10/06/25 - 11/02/25	December 15, 2025
December 8, 2025	11/03/25 - 12/07/25	January 15, 2026
January 5, 2026	12/08/25 - 01/04/26	February 13, 2026
February 9, 2026	01/05/26 - 02/08/26	March 11, 2026
March 16, 2026	02/09/26 - 03/08/26	April 15, 2026
April 6, 2026	03/09/26 - 04/05/26	May 15, 2026
May 4, 2026	04/06/25 - 05/03/26	June 15, 2026
June 8, 2026	05/04/26 - 06/07/26	July 15, 2026
** August 3, 2026	06/08/26 - 07/31/26	August 14, 2026

** All time cards that must be paid with 2025-2026 funds need to be submitted to Payroll no later than 08/03/2026

The above listing for "Period Covered" is only for Extra Duty Monthly Time Cards. The monthly time cards are for Administrators (if approved by Admin Council), Teachers and Paraprofessionals only.

The "Period Covered" dates do not pertain to the Pay Period Covered, Leave or Absence Deductions on your Paycheck.

Please copy this list of close-out dates for all staff submitting a time card. Time cards need to be submitted in a timely manner. If time cards are received after due dates, payment may be delayed for one month.