2025 - 2026 PAYROLL SCHEDULE **HOURLY SUPPORT STAFF**

You are paid based on the time entries that are submitted in the Skyward TrueTime software according to the schedule below. If you need instruction on how to enter your hours please contact Human Resources or Payroll.

PLEASE NOTE: It is the **employee's** responsibility to have time submitted by the **SUBMISSION DEADLINE DATE** in order to be paid for the pay date indicated. **Late submissions will be paid on the next payroll date.**

Employees should be submitting time at the end of their shift each work week (usually Fridays)

Do NOT submit your timesheet if you are waiting for a time off request to be approved, contact your supervisor ASAP!

PAY DATE	PAY PERIOD The days you will be paid for	**SUBMISSION DEADLINE**	ADDITIONAL INFORMATON
9/15/2025	8/11 – 8/24	8/25	
9/30/2025	8/25 – 9/14	9/15	**Paid for 3 weeks*
10/15/2025	9/15 – 9/28	9/29	
10/30/2025	9/29 – 10/12	10/13	
11/14/2025	10/13 – 10/26	10/27	*Payday falls on a weekend so payday is moved
11/28/2025	10/27 – 11/9	11/10	*Payday falls on a weekend so payday is moved
12/15/2025	11/10 – 11/23	11/24	
12/30/2025	11/24 – 12/14	12/15	** Paid for 3 weeks*
1/15/2026	12/15 – 12/28	12/29	
1/30/2026	12/29 – 1/11/2026	1/12	
2/13/2026	1/12 – 1/25	1/26	*Payday falls on a weekend so payday is moved
2/27/2026	1/26 – 2/8	2/9	*Payday falls on a weekend so payday is moved
3/13/2026	2/9 – 2/22	2/23	*Payday falls on a weekend so payday is moved
3/30/2026	2/23 – 3/15	3/16	**Paid for 3 weeks
4/15/2026	3/16 – 3/29	3/30	
4/30/2026	3/30 – 4/12	4/13	
5/15/2026	4/13 – 4/26	4/27	
5/29/2026	4/27 – 5/10	5/11	*Payday falls on a weekend so payday is moved
6/15/2026	5/11 – 5/24	5/26 ASAP	
6/30/2026	5/25 – 6/14	6/15	**Paid for 3 weeks*
7/15/2026	6/15 – 6/28	6/29	
7/30/2026	6/29 – 7/12	7/13	
8/14/2026	7/13 – 7/26	7/27	*Payday falls on a weekend so payday is moved
8/28/2026	7/27 – 8/9	8/10	*Payday falls on a weekend so payday is moved

Supervisors will approve your time the day AFTER the Employee Submission deadline date

~Your paycheck information can be accessed through the 'Skyward(Employee Access & True Time)' link on the district website. If you need assistance with Skyward access contact Trisha Decker at 763-497-3180 EXT 5153 or trishad@mystma.org

~If you have signed the 'Direct Deposit Exception' form to receive a pay check, you may pick up your check at the District Office on or after the 'actual pay date'. Checks will NOT be mailed

Please contact the Payroll Department if you have any payroll questions: payroll@mystma.org
Or via phone: 763-497-3180: Lynn Streeter, extension 5110 or Trisha Decker, extension 5153