

## 2025-26 Pay Periods for Substitute Employees and Additional Assignments (Overtime/Absence Processing for **ALL** Employees)

MONTH	PAYDAY
July 2025	Jul 31
August 2025	Aug 29
September 2025	Sep 30
October 2025	Oct 31
November 2025	Nov 26
December 2025	Dec 31
January 2026	Jan 30
February 2026	Feb 27
March 2026	Mar 31
April 2026	Apr 30
May 2026	May 29
June 2026	June 30
July 2026	July 31

EXCEPTION PERIOD	
START	END
Jun 15	Jul 12
Jul 13	Aug 9
Aug 10	Sep 13
Sep 14	Oct 11
Oct 12	Nov 8
Nov 9	Dec 13
Dec 14	Jan 10
Jan 11	Feb 14
Feb 15	Mar 14
Mar 15	Apr 11
Apr 12	May 9
May 10	Jun 13
Jun 14	Jul 11

TIMECARDS DUE TO PAYROLL OFFICE
Jul 16
Aug 13
Sep 17
Oct 15
Nov 12
Dec 17
Jan 14
Feb 18
Mar 18
Apr 15
May 13
Jun 17
Jul 15



**\* PLEASE NOTE:**

**Substitutes and Additional Assignments (timecards)** - Your monthly paycheck will include hours worked ONLY for those dates listed in the EXCEPTION PERIOD columns.

- For Example: The September 30 check will include hours worked August 10 - September 13 and turned in by September 17.
- Any hours worked in September AFTER September 13 will be paid in the October 31 paycheck.

**All Other Employees and Assignments** - Your monthly paycheck will include time worked during the full month.

- For Example, the September 30 check will include all hours indicated by your assignment and calendar from September 1 through September 30.
- Any leave hours (including day leave, sick leave, personal leave, vacation, etc.) taken AFTER September 13 WILL NOT be reflected in the leave balances listed on the September 30 paycheck. They will be reflected in the "Used Current" column of the October 31 paycheck.

Stipends and Mileage are due on the 10 of each month and will be included in the current monthly paycheck