

Hourly Pay Information (Less than 5 hrs per day)					
Pay Date	Pay Period Hrly Staff (based on days worked in period)	Extra Duty Pay Date	Extra Duty Pay Period	Pay Sheets Due to Payroll Office	Frontline Forms Due to Payroll Office (direct deposit / W4's)
7/1/2025	6/1-6/15	NA	NA	NA	6/15/2025
7/15/2025	6/16-6/30	7/15/2025	June	July 7th	7/1/2025
8/1/2025	7/1-7/15	NA	NA	NA	7/15/2025
8/15/2025	7/16-7/31	8/15/2025	July	August 5th	8/1/2025
*8/29/2025	8/1-8/15	NA	NA	NA	8/15/2025
9/15/2025	8/16-8/31	9/15/2025	August	September 5th	9/1/2025
10/1/2025	9/1-9/15	NA	NA	NA	9/15/2025
10/15/2025	9/16-9/30	10/15/2025	September	October 6th	10/1/2025
10/31/2025	10/1-10/15	NA	NA	NA	10/15/2025
11/14/2025	10/16-10/31	11/14/2025	October	November 5th	11/1/2025
12/1/2025	11/1-11/15	NA	NA	NA	11/15/2025
12/15/2025	11/16-11/30	12/15/2025	November	December 3rd	12/1/2025
12/31/2025	12/1-12/15	NA	NA	NA	12/1/2025
1/15/2026	12/16-12/31	1/15/2026	December	January 7th	12/15/2025
1/30/2026	1/1-1/15	NA	NA	NA	1/15/2026
2/13/2026	1/16-1/31	2/13/2026	January	February 4th	2/1/2026
2/27/2026	2/1-2/15	NA	NA	NA	2/15/2026
3/13/2026	2/16-2/28	3/13/2026	February	March 4th	3/1/2026
4/1/2026	3/1-3/15	NA	NA	NA	3/15/2026
4/15/2026	3/16-3/31	4/15/2026	March	April 6th	4/1/2026
5/1/2026	4/1-4/15	NA	NA	NA	4/15/2026
5/15/2026	4/16-4/30	5/15/2026	April	May 5th	5/1/2026
6/1/2026	5/1-5/15	NA	NA	NA	5/15/2026
6/15/2026	5/16-5/31	6/15/2026	May	June 3rd	5/15/2026

Federal Holiday - Banks closed				
07/04/25	11/11/25	01/01/26	05/25/26	
09/01/25	11/27/25	01/19/26	06/19/26	
10/13/25	12/25/25	02/16/26		

Timeclock approvals are due each Tuesday by 10am/ work weeks are Sunday - Saturday  
 Extra Duty is all work that is not part of your priary job duties (may include event work, tutoring, PD, etc.)

Annualized Salary Pay Information (5+ hr per day)					
Pay Date	1st check start date	Extra Duty Pay Date	Extra Duty Pay Period	Pay Sheets Due to Payroll Office	Frontline Forms Due to Payroll Office (direct deposit / W4's)
7/1/2025	260 Day 1st of 24 checks	NA	NA	NA	6/15/2025
7/15/2025		7/15/2025	June	July 7th	7/1/2025
8/1/2025	220, 210, (200 Admin Asst) day 1st of 24 checks	NA	NA	NA	7/15/2025
8/15/2025		8/15/2025	July	August 5th	8/1/2025
8/29/2025	178, 180, 182, 187, 190 & 200 day 1st of 24 checks	NA	NA	NA	8/15/2025
9/15/2025		9/15/2025	August	September 5th	9/1/2025
10/1/2025		NA	NA	NA	9/15/2025
10/15/2025		10/15/2025	September	October 6th	10/1/2025
10/31/2025		NA	NA	NA	10/15/2025
11/14/2025		11/14/2025	October	November 5th	11/1/2025
12/1/2025		NA	NA	NA	11/15/2025
12/15/2025		12/15/2025	November	December 3rd	12/1/2025
12/31/2025		NA	NA	NA	12/1/2025
1/15/2026		1/15/2026	December	January 7th	12/15/2025
1/30/2026		NA	NA	NA	1/15/2026
2/13/2026		2/13/2026	January	February 4th	2/1/2026
2/27/2026		NA	NA	NA	2/15/2026
3/13/2026		3/13/2026	February	March 4th	3/1/2026
4/1/2026		NA	NA	NA	3/15/2026
4/15/2026		4/15/2026	March	April 6th	4/1/2026
5/1/2026		NA	NA	NA	4/15/2026
5/15/2026		5/15/2026	April	May 5th	5/1/2026
6/1/2026		NA	NA	NA	5/15/2026
6/15/2026	260 day 24th of 24 checks	6/15/2026	May	June 3rd	5/15/2026

Exempt Summer Payroll Information - dates are subject to change					
7/1/2026	6/1-6/15	NA	NA	NA	5/15/2026
7/15/2026	6/16-6/30	7/15/2026	June	July 6th	5/15/2026
Pay Sheets: Extra Duty work NOT tracked thru the time clock REQUIRE both Employee and Supervisor signatures before submission to payroll					

**Summer School Pay date 7/3/2026**  
 Summer School Pay is subject to change depending on summer school dates