

Monthly Payroll Cut-off Dates and Contract Schedules

Monthly Payroll Cut-off Dates

The table listed below is for **All Staff**. This table lists the beginning and ending dates for each payroll month to show you the date range each month that leave taken will be subtracted from your balances.

Beginning Leave Dates	Ending Leave Days	Pay Date
No Leave	No Leave	7/31/2025
7/1/2025	7/31/2025	8/29/2025
8/1/2025	8/31/2025	9/30/2025
9/1/2025	9/30/2025	10/31/2025
10/1/2025	10/31/2025	11/28/2025
11/1/2025	11/30/2025	12/31/2025
12/1/2025	12/31/2025	1/30/2026
1/1/2026	1/31/2026	2/27/2026
2/1/2026	2/28/2026	3/31/2026
3/1/2026	3/31/2026	4/30/2026
4/1/2026	4/30/2026	5/29/2026
5/1/2026	6/30/2026	6/30/2026

The table listed below is for **Non-Certified Support Staff**. This table shows the Timeclock Plus date range for each pay date. These dates are recorded in a Sunday to Saturday week and can be used for understanding additional pay earned including overtime.

Timeclock Plus	Pay Date
6/1 to 6/28	7/31/2025
6/29 to 8/2	8/29/2025
8/3 to 8/30	9/30/2025
8/31 to 10/4	10/31/2025
10/5 to 11/1	11/28/2025
11/2 to 11/29	12/31/2025
11/30 to 1/3	1/30/2026
1/4 to 1/31	2/27/2026
2/1 to 2/28	3/31/2026
3/1 to 4/4	4/30/2026
4/5 to 5/2	5/29/2026
5/3 to 5/30	6/30/2026

Certified Staff performing extra duties such as Child Supervision and Tutoring will be given a personalized timesheet to record these hours. Hours should be recorded from the 1st to the 31st of each month and turned in to the local bookkeeper by the 5th of the following month for payment in the month end payroll. An example would be recording time from April 1st to April 30th and turning in the timesheet to the bookkeeper on May 5th for payment on May 31st.

Payment of Other Wages

Funding and documentation from third party payers such as, (*National Board and Access, etc.*), must be received by the payroll office no later than the 10th of the month to be included in that months pay check. Funding and documentation received after the 10th of the month will be included in the following months paycheck.

Contract Schedules

12 Month Employee 240 - July 1, 2025 - June 30, 2026

234 days plus 6 extra holidays

10 Month Employee - 207- July 18, 2025 - June 8, 2026

10 Month Employee - 202 - July 22, 2025 - June 3, 2026

9 Month Teams Employee- 189 August 1, 2025- May 27, 2026

9 Month Employee - 187 - August 1, 2025- May 22, 2026

9 Month Employee 182 Day Bus Driver & Bus Aide - August 1, 2025- May 22, 2026

177 Student days plus 5 additional days

**5 additional contract days assigned by Supervisor