



Work & Absence Reporting Schedule / Pay Cycles 2025-2026
For the Fiscal Year September 1, 2025 - August 31, 2026

WORK WEEK Saturday 12:00 am - Friday 11:59 pm	PAYROLL DEADLINE Time Sheets & Absences Due	BENEFITS DEADLINE Change File Due Date	PAY DATE
08/09/25 - 08/15/25 08/16/25 - 08/22/25	8/29/2025	9/5/2025	Monday, September 15, 2025
08/23/25 - 08/29/25 08/30/25 - 09/05/25	9/12/2025	9/19/2025	Friday, September 26, 2025
Last payroll of fiscal year 2025			
09/06/25 - 09/12/25 09/13/25 - 09/19/25	9/30/2025	10/8/2025	Wednesday, October 15, 2025
09/20/25 - 09/26/25 09/27/25 - 10/03/25	10/13/2025	10/20/2025	Tuesday, October 28, 2025
10/04/25 - 10/10/25 10/11/25 - 10/17/25	10/30/2025	11/7/2025	Friday, November 14, 2025
10/18/25 - 10/24/25 10/25/25 - 10/31/25	11/10/2025	11/13/2025	Friday, November 21, 2025
11/01/25 - 11/07/25 11/08/25 - 11/14/25	11/19/2025	12/1/2025	Friday, December 5, 2025
11/15/25 - 11/21/25 11/22/25 - 11/28/25	12/8/2025	12/11/2025	Friday, December 19, 2025
11/29/25 - 12/05/25 12/06/25 - 12/12/25	12/17/2026	1/5/2026	Friday, January 9, 2026
12/13/25 - 12/19/25 12/20/25 - 12/26/25 12/27/25 - 01/02/26	1/12/2026	1/21/2026	Wednesday, January 28, 2026
01/03/26 - 01/09/26 01/10/26 - 01/16/26	1/27/2026	2/5/2026	Friday, February 13, 2026
01/17/26 - 01/23/26 01/24/26 - 01/30/26 01/31/26 - 02/06/26	2/16/2026	2/20/2025	Friday, February 27, 2026
02/07/26 - 02/13/26 02/14/26 - 02/20/26	2/25/2026	2/27/2026	Friday, March 6, 2026
02/21/26 - 02/27/26 02/28/26 - 03/06/26	3/18/2026	3/20/2026	Friday, March 27, 2026
03/07/26 - 03/13/26 03/14/26 - 03/20/26 03/21/26 - 03/27/26	4/2/2026	4/8/2026	Wednesday, April 15, 2026
03/28/26 - 04/03/26 04/04/26 - 04/10/26	4/16/2026	4/21/2026	Tuesday, April 28, 2026
04/11/26 - 04/17/26 04/18/26 - 04/24/26	5/1/2026	5/8/2026	Friday, May 15, 2026
04/25/26 - 05/01/26 05/02/26 - 05/08/26	5/14/2026	5/20/2026	Thursday, May 28, 2026
05/09/26 - 05/15/26 05/16/26 - 05/22/26	5/29/2026	6/4/2026	Monday, June 15, 2026
05/23/26 - 05/29/26 05/30/26 - 06/05/26	6/11/2026	6/17/2026	Thursday, June 25, 2026
06/06/26 - 06/12/26 06/13/26 - 06/19/26	7/1/2026	7/7/2026	Wednesday, July 15, 2026
06/20/26 - 06/26/26 06/27/26 - 07/03/26 07/04/26 - 07/10/26	7/14/2026	7/20/2026	Tuesday, July 28, 2026
07/11/26 - 07/17/26 07/18/26 - 07/24/26	7/30/2026	8/7/2026	Friday, August 14, 2026
07/25/26 - 07/31/26 08/01/26 - 08/07/26	8/13/2026	8/21/2026	Friday, August 28, 2026

***Sept 26, 2025 is last payroll of FY 2025**

Any pay owed to employees for work done Sept 1, 2024 - Aug 31, 2025 must be sent to payroll office by noon on Sept 19, 2025 for payment to be included on the Sept 26, 2025 payday.