

PAY DATES and TIMESHEET SCHEDULE

Time Sheets and Hourly Only			FY 2025 - 2026					10 M Security Only
DAYS WORKED		TIMESHEET DUE		PAY DATES	12M	10M 26	10M 22	10 M Security Only
Sunday thru Saturday		12:00 NOON IN PAYROLL OFFICE						
June 15, 2025	June 28, 2025	Wednesday July 2, 2025		July 11, 2025	26			
June 29, 2025	July 12, 2025	Wednesday July 16, 2025		July 25, 2025	25			
July 13, 2025	July 26, 2025	Wednesday July 30, 2025		August 8, 2025	24			
July 27, 2025	August 9, 2025	Wednesday Aug 13, 2025	1	August 22, 2025	23	26	22	22
August 10, 2025	August 23, 2025	Wednesday Aug 27, 2025		September 5, 2025	22	25	21	21
August 24, 2025	September 6, 2025	Wednesday Sept 10, 2025		September 19, 2025	21	24	20	20
September 7, 2025	September 20, 2025	Wednesday Sept 24, 2025		October 3, 2025	20	23	19	19
September 21, 2025	October 4, 2025	Wednesday Oct 8 2025		October 17, 2025	19	22	18	18
October 5, 2025	October 18, 2025	Wednesday Oct 22, 2025		October 31, 2025	18	21	17	17
October 19, 2025	November 1, 2025	Wednesday Nov 5, 2025		November 14, 2025	17	20	16	16
November 2, 2025	November 15, 2025	***Monday Nov 17, 2025 ***		TUESDAY *** Nov. 25, 2025	16	19	15	15
November 16, 2025	November 29, 2025	Wednesday Dec 3, 2025		December 12, 2025	15	18	14	14
November 30, 2025	December 13, 2025	**** Monday Dec 15, 2025 ****		December 26, 2025	14	17	13	13
December 14, 2025	December 27, 2025	**** Friday Jan 2, 2026 ****		January 9, 2026	13	16	12	12
December 28, 2025	January 10, 2026	Wednesday Jan 14, 2026		January 23, 2026	12	15	11	11
January 11, 2026	January 24, 2026	Wednesday Jan 28, 2026		February 6, 2026	11	14	10	10
January 25, 2026	February 7, 2026	Wednesday Feb 11, 2026		February 20, 2026	10	13	9	9
February 8, 2026	February 21, 2026	Wednesday Feb 25, 2026		March 6, 2026	9	12	8	8
February 22, 2026	March 7, 2026	Wednesday March 11, 2026		March 20, 2026	8	11	7	7
March 8, 2026	March 21, 2026	*****Monday March 23, 2026*****		April 3, 2026	7	10	6	6
March 22, 2026	April 4, 2026	Wednesday April 8, 2026		April 17, 2026	6	9	5	5
April 5, 2026	April 18, 2026	Wednesday April 22, 2026		May 1, 2026	5	8	4	4
April 19, 2026	May 2, 2026	Wednesday May 6, 2026		May 15, 2026	4	7	3	3
May 3, 2026	May 16, 2026	Wednesday May 20, 2026		May 29, 2026	3	6	2	2
May 17, 2026	May 30, 2026	Wednesday June 3, 2026		June 12, 2026	2	5	1	1
Teachers, TAs, 10 Month Clerical, and 10 Month Admins				10 Month Contracts with 26 Pays Only	23	June 16, 2026	4	
Teachers, TAs, 10 Month Clerical, and 10 Month Admins				10 Month Contracts with 26 Pays Only	24	June 17, 2026	3	
Teachers, TAs, 10 Month Clerical, and 10 Month Admins				10 Month Contracts with 26 Pays Only	25	June 18, 2026	2	
May 31, 2026	June 13, 2026	Wednesday June 17, 2026		June 26, 2026	1	1		

In order to process your payroll in a correct and timely manner please be reminded that your full legal name (no nicknames or initials), Employee job description and correct account number are required for all timesheets along with the appropriate signatures. Incomplete forms will be returned causing a delay in processing. **Note:** All docks are posted upon receipt and do not follow this schedule.

Physical Timesheet hours and/or manually entered Dock Days will be delayed by 1 pay period for the situations listed below:
 ***Payroll will be processed earlier due to Thanksgiving Break
 ****Payroll will be processed earlier due to Winter Break
 *****Payroll will be processed during Winter Break
 *****Payroll will be processed earlier due to School Holiday (Spring Break)