

2025-2026 SEMI-MONTHLY PAYROLL CALENDAR

ALL non-exempt employees must submit their timesheet for the previous week every Monday. Supervisors must approve those timesheets by 4:30 pm every Wednesday.

Leave requests must be submitted AND approved prior to submitting timesheet.

Pay Date	Pay Period Dates	Paper Timesheet Cutoff Date
September 3, 2025	7/26/2025 - 8/8/2025	Aug. 21, 2025 - Thursday
September 18, 2025	8/9/2025 - 8/22/2025	Sep. 5, 2025 - Friday
October 3, 2025	8/23/2025 - 9/5/2025	Sep. 23, 2025 - Tuesday
October 17, 2025	9/6/2025 - 9/19/2025	Oct. 7, 2025 - Tuesday
November 3, 2025	9/20/2025 - 10/3/2025	Oct. 21, 2025 - Tuesday
November 18, 2025	10/4/2025 - 10/17/2025	Nov. 5, 2025 - Wednesday
December 3, 2025	10/18/2025 - 10/31/2025	Nov. 13, 2025 - Thursday
December 17, 2025	11/1/2025 - 11/14/2025	Dec. 5, 2025 - Friday
January 2, 2026	11/15/2025 - 12/5/2025 *	Dec. 16, 2025 - Tuesday
January 16, 2026	12/6/2025 - 12/26/2025 *	Jan. 7, 2026 - Wednesday
February 3, 2026	12/27/2025 - 1/16/2026 *	Jan. 21, 2026 - Wednesday
February 18, 2026	1/17/2026 - 1/30/2026	Feb. 4, 2026 - Wednesday
March 3, 2026	1/31/2026 - 2/13/2026	Feb. 18, 2026 - Wednesday
March 18, 2026	2/14/2026 - 2/27/2026	Mar. 5, 2026 - Thursday
April 2, 2026	2/28/2026 - 3/13/2026	Mar. 24, 2026 - Tuesday
April 17, 2026	3/14/2026 - 4/3/2026 *	Apr. 7, 2026 - Tuesday
May 1, 2026	4/4/2026 - 4/17/2026	Apr. 21, 2026 - Tuesday
May 18, 2026	4/18/2026 - 5/1/2026	May 5, 2026 - Tuesday
June 3, 2026	5/2/2026 - 5/15/2026	May 20, 2026 - Wednesday
June 18, 2026	5/16/2026 - 5/29/2026	Jun. 3, 2026 - Wednesday
July 2, 2026	5/30/2026 - 6/12/2026	Jun. 22, 2026 - Monday
July 17, 2026	6/13/2026 - 6/26/2026	Jul. 7, 2026 - Tuesday
August 3, 2026	6/27/2026 - 7/10/2026	Jul. 21, 2026 - Tuesday
August 18, 2026	7/11/2026 - 7/24/2026	Aug. 5, 2026 - Wednesday
September 3, 2026	7/25/2026 - 8/7/2026	Aug. 19, 2026 - Wednesday
September 18, 2026	8/8/2026 - 8/21/2026	Sep. 4, 2026 - Friday

**Includes more than two weeks*

**** "Pay Period Dates" column does not apply to ANNUALIZED employees (paras, clerks, etc.) unless they are short of their scheduled hours during the pay period. Nor does it apply to supplemental paper timesheets.**

***** 18 pay employees (Transportation and Food Service) insurance deduction dates are
Sep. 18, 2025 - June 3, 2026**

Paper timesheets are paid based off of the date that PAYROLL receives them.