



District Offices Building

TO: All Custodians, Engineers, Groundsmen, and Warehousemen

FROM: Lead Payroll Technician

DATE: 2025-2026 School Year

RE: Pay periods for Custodians

DATES FOR COMPLETION OF TCP APPROVALS

2025	Days	Date Due	2026	Days	Date Due
Jun 21 – Jul 5	10	July 7	Dec 21 - Jan 5	11	Jan 6
Jul 6 – Jul 21	11	July 22	Jan 6 - Jan 20	11	Jan 21
Jul 22 - Aug 5	11	Aug 6	Jan 21 - Feb 4	11	Feb 5
Aug 6 - Aug 20	11	Aug 21	Feb 5 - Feb 19	11	Feb 20
Aug 21 - Sep 4	11	Sept 5	Feb 20 - Mar 6	11	Mar 9
Sep 5 - Sep 20	11	Sept 22	Mar 7 - Mar 20	10	Mar 23
Sep 21 - Oct 6	11	Oct 7	Mar 21 - Apr 4	10	Apr 6
Oct 7 - Oct 21	11	Oct 22	Apr 5 - Apr 20	11	Apr 21
Oct 22 - Nov 5	11	Nov 6	Apr 21 - May 5	11	May 6
Nov 6 - Nov 20	11	Nov 21	May 6 - May 20	11	May 21
Nov 21 - Dec 5	11	Dec 8	May 21 - Jun 5	11	Jun 6
Dec 6 - Dec 20	10	Dec 22	Jun 6 - Jun 20	11	Jun 22