

**ORENDA CHARTER SCHOOLS  
MONTHLY PAYROLL SCHEDULE  
2025-2026 SCHOOL YEAR**

<b>PAY DAY</b>	<b>WEEKDAY</b>	<b>PAY PERIOD</b>
September 15, 2025	Monday	08/01-08/31
October 15, 2025	Wednesday	09/01-09/30
November 14, 2025	Friday	10/01-10/31
December 15, 2025	Monday	11/01-11/30
January 15, 2026	Thursday	12/01-12/31
February 13, 2026	Friday	01/01-01/31
March 13, 2026	Friday	02/01-02/28
April 15, 2026	Wednesday	03/01-03/31
May 15, 2026	Friday	04/01-04/30
June 15, 2026	Monday	05/01-05/31
July 15, 2026	Wednesday	06/01-06/30
August 14, 2026	Friday	07/01-07/31

To have changes made in the current payroll - All forms for payroll updates are due to the Business Office by the 5th of the month (If the 5th falls on a weekend or holiday, they are due the business day before.) Forms and updates received after this deadline will be processed in the next month's payroll.

**Orenda processes payroll on the 15th of each month. If the 15th falls on a weekend or holiday, payroll is processed on the previous business day.**

*Note: Each paycheck includes medical, benefits, and any other deductions for the prior month as listed in the pay period column. **Time cards for hours worked and absences are due on the 1<sup>st</sup>** as a result of strict TRS reporting deadlines that occur at the start of the month. **The work week begins on Monday** – overtime for non-exempt staff is calculated at the end of the week on Sunday.*