



ACCOUNTING & BUDGETING DEPARTMENT

New Certificated Orientation

August 15, 2025

1. FIRST PAYCHECK WILL BE ISSUED ON SEPTEMBER 2, 2025

- a. Live paychecks are mailed
- b. Direct deposit pay stubs will be sent electronically through email
- c. Salaries are paid over 12 months except for the first year
- d. Monthly timesheets are completed at the end of each month by timekeeper

2. CERTIFICATED MONTHLY PAYCHECK ISSUE DATES 2025-2026

- a. Paid on the first **work day** of the month

Month	Paydate	Month	Paydate
August 2025	8/1/2025*	February	2/2/2026
September	9/2/2025	March	3/2/2026
October	10/1/2025	April	4/1/2026
November	11/3/2025	May	5/1/2026
December	12/1/2025*	June	6/1/2026
January 2026	1/2/2026	July	7/1/2026

3. ADJUSTMENT PAYCHECK FOR AUGUST 1, 2025*

- a. Issues on December 1, 2025
- b. Occurs the first year of employment only
- c. Beginning next fiscal year, starting in August 2026, 12 equal paychecks of annual salary

4. ADDITIONAL HOURS TIMESHEET DUE DATES, PAY PERIOD 16 THROUGH 15TH OF EACH MONTH

- a. 5th of the month or preceding Friday, TIMESHEETS must be submitted **monthly**, due to payroll by the 16th of the month

Month	Timesheet Due Date	Payroll Period	Payday
July 2025	7/16/25	6/16/25-7/15/25	8/5/25
August	8/18/25	7/16/25-8/15/25	9/5/25
September	9/16/25	8/18/25-9/15/25	10/3/25
October	10/16/25	9/16/25-10/15/25	11/5/25
November	11/17/25	10/16/25-11/14/25	12/5/25
December	12/16/25	11/17/25-12/15/25	1/5/26
January 2026	1/16/26	12/16/25-1/15/26	2/5/26
February	2/17/26	1/16/26-2/13/26	3/5/26
March	3/16/26	2/17/26-3/13/26	4/3/26
April	4/16/26	3/16/26-4/15/26	5/5/26
May	5/18/26	4/16/26-5/15/26	6/5/26
June	6/16/26	5/18/26-6/15/26	7/3/26 (subject to change)



5. LESD Website - ACCOUNTING & BUDGETING WEBPAGE

- a. <https://www.lawndalesd.net/departments/business-services/accounting-budgeting>
 - updates in progress
 - i. Forms
 - 1. [Additional Hours Timesheets](#) - Submit via paper with Office Manager
 - 2. [Conference Reimbursements](#) - electronic only
 - 3. [Absence Forms](#) - electronic only

6. PAYROLL CONTACT

- a. Tanya Brooks: (310) 973-1300 extension 50016
Email: payroll@lawndalesd.net or tanya_brooks@lawndalesd.net

7. NOTES
