Employee Handbook Updates: 2025-2026

PAYDAY DEADLINES & SCHEDULE

All regular staff are paid on the 25th of the month or before if the 25th falls on a weekend or holiday. Normal pay goes from the 1st to the last day of each month, paid in equal payments for 12 months. All extra time and absences are reported according to the cutoff dates shown below.

Timesheet employees will be paid for hours worked according to the cutoff dates. This includes extra-duty, temporary, and "hours over regular" pay.

Terminating employees will receive a final check based on the actual number of days worked in the current fiscal year. The termination form and final leave entries must be submitted prior to final payroll calculation.

For fiscal year end, submit all timecards with hours worked or leave taken on or before June 30th on June 24th, so that time can be charged against the correct fiscal year.

2025-2026 Payday Deadlines & Schedule

Cut-off Dates	Due to Supervisor	Check Issue Date
July 1 - July 12	Jul 14, 2025	Jul 25, 2025
July 13 - Aug 9	Aug 11, 2025	Aug 25, 2025
Aug 10 - Sept 13	Sep 15, 2025	Sep 25, 2025
Sept 14 - Oct 11	Oct 13, 2025	Oct 24, 2025
Oct 12 - Nov 15	Nov 17, 2025	Nov 25, 2025
Nov 16 - Dec 13	Dec 15, 2025	Dec 22, 2025
Dec 14 - Jan 10	Jan 12, 2026	Jan 23, 2026
Jan 11 - Feb 14	Feb 17, 2026	Feb 25, 2026
Feb 15 - Mar 11	Mar 12, 2026	Mar 20, 2026
Mar 12 - Apr 11	Apr 13, 2026	Apr 24, 2026
Apr 12 - May 9	May 11, 2026	May 22, 2026
May 10 - Jun 13	Jun 15, 2026	Jun 25, 2026
Jun 14- Jun 30	Jun 24, 2026	Jun 30, 2026
July 1 - July 11	Jul 13, 2026	Jul 24, 2026
July 12- Aug 8	Aug 10, 2026	Aug 25, 2026

To ensure timely pay, data must be received in Payroll by the due date. If the data is not received by the due date, we cannot guarantee it will be processed in a timely manner.

BEFORE ***staff begin work, they must have completed their new hire orientation. Federal and State laws require we have complete information before we are able to process a paycheck. If supervisors allow staff to work before ALL paperwork is completed, it may jeopardize staff's ability to perform further work for the agency***.