

## 2025-2026 PAYROLL CUTOFF DATES

THE FOLLOWING CHART IS A LIST OF PAYROLL DATES FOR THE SCHOOL YEAR 2025-2026.  
PLEASE REFER TO THIS SCHEDULE WHEN SUBMITTING EXTRA PAY TO THE PAYROLL DEPARTMENT FOR TIMELY PROCESSING.  
ANY QUESTIONS PLEASE CONTACT PAYROLL AT EXT 21008 AND 21014

COVERED DATES	VOUCHER WEB PORTAL DEADLINE	APPROVERS DEADLINE	PAYROLL PAYDATE
ALL OF 2025 XTRA PAY	6/30/2025	7/1/2025	7/15/2025
7/1/2025-7/15/2025	7/15/2025	7/16/2025	7/31/2025
7/16/2025-7/31/2025	7/31/2025	8/1/2025	8/15/2025
8/1/2025-8/15/2025	8/15/2025	8/18/2025	8/29/2025
<b>NO EXTRA PAY</b>	<b>NO EXTRA PAY</b>	<b>NO EXTRA PAY</b>	9/10/2025
8/16/2025-9/15/2025	9/15/2025	9/16/2025	9/30/2025
9/16/2025-9/30/2025	9/30/2025	10/1/2025	10/15/2025
10/1/2025-10/15/2025	10/15/2025	10/16/2025	10/31/2025
10/16/2025-10/31/2025	10/31/2025	11/3/2025	11/14/2025
11/1/2025-11/15/2025	11/15/2025	11/17/2025	11/26/2025
11/16/2025-11/30/2025	12/1/2025	12/2/2025	12/15/2025
<b>NO EXTRA PAY</b>	<b>NO EXTRA PAY</b>	<b>NO EXTRA PAY</b>	12/23/2025
12/1/2025-12/31/2025	1/5/2026	1/6/2026	1/15/2026
1/1/2026-1/15/2026	1/15/2026	1/16/2026	1/30/2026
1/16/26-1/31/2026	2/2/2026	2/3/2026	2/13/2026
2/1/2026-2/15/2026	2/18/2026	2/19/2026	2/27/2026
2/16/2026-2/28/2026	3/2/2026	3/3/2026	3/13/2026
3/1/2026-3/15/2026	3/16/2026	3/17/2026	3/27/2026
3/16/2026-3/31/2026	3/31/2026	4/7/2026	4/15/2026
4/1/2026-4/15/2026	4/15/2026	4/16/2026	4/30/2026
4/16/2026-4/30/2026	4/30/2026	5/1/2026	5/15/2026
5/1/2026-5/15/2026	5/15/2026	5/18/2026	5/29/2026
5/16/2026-5/31/2026	6/1/2026	6/2/2026	6/15/2026
<b>NO EXTRA PAY</b>	<b>NO EXTRA PAY</b>	<b>NO EXTRA PAY</b>	6/17/2026
6/1/2026-6/17/2026	6/17/2026	6/18/2026	6/30/2026

**IF A VOUCHER OR PORTAL ENTRY IS NOT APPROVED OR IS REJECTED BY THE DEADLINE DATE,  
THAT PAY WILL BE PAID ON THE NEXT PAYDATE**