

**SARATOGA UNION SCHOOL DISTRICT
2025-2026 TIMESHEET SUBMISSION DEADLINES & PAY DAY SCHEDULE**

PAY PERIOD		PAY DAY
FROM	TO	
8/1/2025	8/31/2025	9/30/2025
9/1/2025	9/30/2025	10/31/2025
10/1/2025	10/31/2025	11/26/2025
11/1/2025	11/30/2025	12/19/2025
12/1/2025	12/31/2025	1/30/2026
1/1/2026	1/31/2026	2/27/2026
2/1/2026	2/28/2026	3/30/2026
3/1/2026	3/31/2026	4/30/2026
4/1/2026	4/30/2026	5/29/2026
5/1/2026	6/6/2026	6/30/2026

Questions? Please contact:

Kristie To
Compensation Specialist
408-867-3424 x 518

Paychecks and Direct Deposit for Substitutes:

Paychecks are available at the District office on pay day between 8:00am and 12:00pm. Checks are not picked up by 1:30pm will be mailed out that day. Checks can be held until 4:00pm on pay day by calling the Business Office at 408-867-3424 x 518

