



GREATER ALBANY PUBLIC SCHOOL DISTRICT
2025/26 Payroll Cutoff Dates
 All employee Timesheet & Exception Reporting

All timesheets and exception reporting timesheets are due to OM's the first Friday of every month.

Timesheet Pay Period	Timesheet Due Date – Give to your OM's	Pay Date
Monday, June 9 – Thursday, July 3	Thursday, July 3	July 25
Monday, July 7 – Friday, August 1	Friday, August 1	August 25
Monday, August 4 – Friday, September 5	Friday, September 5	September 25
Monday, September 8 – Friday, October 3	Friday, October 3	October 24
Monday, October 6 – Friday, November 7	Friday, November 7	November 25
Monday, November 10 – Friday, December 5	Friday, December 5	December 23
Monday, December 8 – Friday, January 2	Friday, January 2	January 23
Monday, January 5 – Friday, February 6	Friday, February 6	February 25
Monday, February 9 – Friday, March 6	Friday, March 6	March 25
Monday, March 9 – Friday, April 3	Friday, April 3	April 24
Monday, April 6 – Friday, May 1	Friday, May 1	May 22
Monday, May 4 - *Friday, June 5	Friday, June 5	June 25
Monday, June 8 – Friday, July 3	Friday, July 3	July 24

Payroll cutoff dates are selected so the total number of days worked in each pay period are as equal as possible. This allows enough time to process each payroll.

*** June payroll follows regular cutoff dates. Any work after June 5 will be paid in July. Transportation not included.**

US Mail routed out of Portland. Any District mailing may take three or more days to receive. Direct Deposit is suggested and required for new hires.