HAMPTON COUNTY SCHOOL DISTRICT
FY 2025 - 2026 PAYROLL SCHEDULE

Hampton County School District combines all payroll types into a single payment for each pay cycle. This includes Substitute pay; Supplemental pay (such as coaching stipends or additional duties); Overtime pay; Leave time (such as sick or vacation leave); Docked pay (adjustments for unpaid time due to absences beyond available leave). These items are included in what we call the "pay period".
The pay period covers any additional or variable compensation earned during that time, such as afterschool, overtime, or coaching stipends.

Pay Period Timing

Each pay period covers a specific range of work dates for substitutes and follows a regular schedule (semi-monthly based on district policy). Work performed late in the cycle that is not turned into Finance by the due date will be moved to the next scheduled payroll run.

Understanding Salary vs. Pay Period Payroll

Important: Your regular salary or annualized pay is not based on the pay period. Salary/annualized pay refers to your contracted yearly salary (Workdays), which is divided into **equal payments** across the school year (e.g., 24 paychecks). These payments are made consistently and are based on your expected work schedule for the **FULL SCHOOL YEAR**. However, if you do not work your full scheduled hours or days (e.g., unpaid absences), your salary may be docked to reflect those missed days. These deductions are processed through payroll as a dock and will appear as adjustments on your regular salary check. The payroll schedule is used to determine when you will be docked.

New Hires

Salary proration adjusts an employee's pay based on their start date by calculating what portion of the annual salary they've earned. This is done by multiplying their daily rate (annual salary divided by total workdays) by the number of workdays remaining in the year. The resulting amount is then evenly distributed across the remaining pay periods. We look at the payroll schedule to determine when a new hire's paycheck will start being paid.

Pay Period	Pay Date	Pay Period Start	Pay Period End	Date Due to Payroll	Weeks in Period	Comments
1	07/15/2025	7/1/2025	7/6/2025	7/10/2025	2	
1.05	7/17/2025	7/1/2025	7/10/2025	7/11/2025	2	Summer School 1.05
2	07/30/2025	7/7/2025	7/20/2025	7/21/2025	2	
3	08/15/2025	7/21/2025	8/10/2025	8/11/2025	3	
4	08/29/2025	8/11/2025	8/24/2025	8/25/2025	2	
5	09/15/2025	8/25/2025	9/7/2025	9/8/2025	2	
6	09/30/2025	9/8/2025	9/21/2025	9/22/2025	3	
7	10/15/2025	9/22/2025	10/5/2025	10/6/2025	2	
8	10/30/2025	10/6/2025	10/19/2025	10/21/2025	2	
9	11/14/2025	10/20/2025	11/2/2025	11/3/2025	2	
10	11/28/2025	11/3/2025	11/16/2025	11/17/2025	2	
11	12/15/2025	11/17/2025	12/7/2025	12/8/2025	3	
12	12/30/2025	12/8/2025	12/21/2025	12/19/2025	2	
13	01/15/2026	12/22/2025	1/4/2026	1/5/2026	2	
14	01/30/2026	1/5/2026	1/18/2026	1/20/2026	2	
15	02/13/2026	1/19/2026	2/1/2026	2/2/2026	2	
16	02/27/2026	2/2/2026	2/15/2026	2/17/2026	2	
17	03/13/2026	2/16/2026	3/1/2026	3/9/2026	2	
18	03/30/2026	3/2/2026	3/22/2026	3/23/2026	2	
19	04/15/2026	3/23/2026	4/5/2026	4/3/2026	2	
20	04/30/2026	4/6/2026	4/19/2026	4/27/2026	2	
21	05/15/2026	4/20/2026	5/3/2026	5/4/2026	2	
22	05/29/2026	5/4/2026	5/24/2026	5/26/2026	3	
23	06/15/2026	5/25/2026	6/7/2026	6/8/2026	2	
24	6/30/2026	6/8/2026	6/30/2026	6/30/2026	3	
24.1	6/19/2026	6/8/2026	6/14/2026	6/15/2026	1	Summer School 24.1
24.2	6/26/2026	6/15/2026	6/21/2026	6/22/2026	1	Summer School 24.2
25	7/15/2026					Accrual
26	7/30/2026					Accrual