MEMORANDUM

Re: All Payroll Timesheets (2025-2026)

From: Melissa Burns, Payroll & Benefits Manager

Below is the payroll timesheet schedule for the 2025-2026 School Year. Please adhere to the schedule below to ensure all extra pay is paid timely. Timesheets that are not received by the deadline will be processed on the following pay date. If you have any questions, please contact Melissa Burns at (908) 232-6161 x41308.
***Please note that due to the close timing of the payrolls in December, timesheets most likely will not be entered until the following pay. The turnaround time is too close to guarantee timesheet payment.

Dates worked From – To	Timesheets must be received by Payroll	Payroll Date
June Clean up dates	7/8/25	7/15/25
7/1 – 7/15	7/24/25	7/31/25
7/16 – 7/31	8/8/25	8/15/25
8/1 – 8/15	8/21/25	8/28/25
8/16 – 8/31	9/8/25	9/15/25
9/1 – 9/15	9/23/25	9/30/25
9/16 – 9/30	10/8/25	10/15/25
10/1 - 10/15	10/24/25	10/31/25
10/16 - 10/31	11/7/25	11/14/25
11/1 – 11/15	11/19/25	11/26/25
11/16 – 11/30	12/8/25	12/15/25
12/1 – 12/15	12/16/25***	12/23/25***
12/16 – 12/31	1/8/26	1/15/26
1/ 1 – 1/15	1/23/26	1/30/26
1/16 – 1/31	2/6/26	2/13/26
2/1 – 2/15	2/20/26	2/27/26
2/16 – 2/28	3/6/26	3/13/26
3/1 – 3/15	3/20/26	3/27/26
3/16 - 3/31	4/8/26	4/15/26
4/1 – 4/15	4/23/26	4/30/26
4/16 – 4/30	5/8/26	5/15/26
5/1 – 5/15	5/22/26	5/29/26
5/16 – 5/31	6/8/26	6/15/26
6/1 – 6/23	6/23/26	6/30/26