

**WATAUGA COUNTY SCHOOLS PAYROLL SCHEDULE
2025-2026 SCHOOL YEAR**

11 & 12 MONTH EMPLOYEES

Absence Cover Dates	Cut Off Date	Verifications Complete	Pay Date	Check Cover Dates
6/13/25-7/6/25	July 6, 2025	July 9, 2025	July 31, 2025	7/1/25-7/31/25
7/7/25-8/10/25	August 11, 2025	August 14, 2025	August 29, 2025	8/1/25-8/31/25
8/11/25-9/7/25	September 7, 2025	September 10, 2025	September 30, 2025	9/1/25-9/30/25
9/8/25-10/5/25	October 5, 2025	October 8, 2025	October 31, 2025	10/1/25-10/31/25
10/6/25-11/2/25	November 2, 2025	November 5, 2025	November 26, 2025	11/1/25-11/30/25
11/3/25-12/7/25	December 7, 2025	December 10, 2025	December 31, 2025	12/1/25-12/31/25
12/8/25-1/4/26	January 4, 2026	January 7, 2026	January 30, 2026	1/1/26-1/31/26
1/5/26-2/1/26	February 1, 2026	February 4, 2026	February 27, 2026	2/1/26-2/28/26
2/2/26-3/1/26	March 1, 2026	March 4, 2026	March 31, 2026	3/1/26-3/31/26
3/2/26-4/5/26	April 5, 2026	April 9, 2026	April 30, 2026	4/1/26-4/30/26
4/6/26-5/3/26	May 3, 2026	May 6, 2026	May 29, 2026	5/1/26-5/31/26
5/4/26-6/8/26	June 8, 2026	June 10, 2026	June 25, 2026	6/1/26-6/30/26

10 MONTH SALARY

Absence Cover Dates	Cut Off Date	Verifications Complete	Pay Date	Check Cover Dates
NA	NA	NA	August 29, 2025	8/12/25-9/7/25
8/12/25-9/7/25	September 7, 2025	September 10, 2025	September 30, 2025	9/8/25-10/5/25
9/8/25-10/5/25	October 5, 2025	October 8, 2025	October 31, 2025	10/6/25-11/2/25
10/6/25-11/2/25	November 2, 2025	November 5, 2025	November 26, 2025	11/3/25-12/7/25
11/3/25-12/7/25	December 7, 2025	December 10, 2025	December 31, 2025	12/8/25-1/4/26
12/8/25-1/4/26	January 4, 2026	January 7, 2026	January 30, 2026	1/5/26-2/1/26
1/5/26-2/1/26	February 1, 2026	February 4, 2026	February 27, 2026	2/2/26-3/1/26
2/2/26-3/1/26	March 1, 2026	March 4, 2026	March 31, 2026	3/2/26-4/5/26
3/2/26-4/5/26	April 5, 2026	April 9, 2026	April 30, 2026	4/6/26-5/3/26
4/6/26-5/3/26	May 3, 2026	May 6, 2026	May 29, 2026	5/4/26-6/8/26
5/4/26-6/8/26	June 8, 2026	June 10, 2026	June 25, 2026	Absence processing only

***All absences without pay must be processed with May Payroll- NO EXCEPTIONS**

All Hourly Employees and Substitutes

Absence Cover Dates	Cut Off Date	Verifications Complete	Pay Date	Check Cover Dates
6/13/25-7/6/25	July 6, 2025	July 9, 2025	July 31, 2025	6/13/25-7/6/25
7/7/25-8/11/25	August 11, 2025	August 14, 2025	August 29, 2025	7/7/25-8/11/25
8/12/25-9/7/25	September 7, 2025	September 10, 2025	September 30, 2025	8/12/25-9/7/25
9/8/25-10/5/25	October 5, 2025	October 8, 2025	October 31, 2025	9/8/25-10/5/25
10/6/25-11/2/25	November 2, 2025	November 5, 2025	November 26, 2025	10/6/25-11/2/25
11/3/25-12/7/25	December 7, 2025	December 10, 2025	December 31, 2025	11/3/25-12/7/25
12/8/25-1/4/26	January 4, 2026	January 7, 2026	January 30, 2026	12/8/25-1/4/26
1/5/26-2/1/26	February 1, 2026	February 4, 2026	February 27, 2026	1/5/26-2/1/26
2/2/26-3/1/26	March 1, 2026	March 4, 2026	March 31, 2026	2/2/26-3/1/26
3/2/26-4/5/26	April 5, 2026	April 9, 2026	April 30, 2026	3/2/26-4/5/26
4/6/26-5/3/26	May 3, 2026	May 6, 2026	May 29, 2026	4/6/26-5/3/26
5/4/26-6/8/26	June 8, 2026	June 10, 2026	June 25, 2026	5/4/26-6/8/26

Paid Holidays (11)

July 4, September 1, November 11, November 27-28, December 24-26, January 1, April 6, May 25

Annual Leave Days (10)

December 22-23, December 29-31, January 2, April 7-10

* 10 & 11 month employees - 10 mandatory AL days must be taken as listed on the calendar.

* **ALL** Hourly employees must approve their time sheets by the Cut-Off dates.

* 10 Month Employees-May Payroll: **ALL** Days without pay and any other projected absences for the remainder of the year must be entered by May 12. **NO EXCEPTIONS**

* Leave balances **CAN NOT** have a negative balance **INCLUDING** Comp Time.

* Any Employee earning Comp Time are required to use that balance first.

* If an employee is resigning, all absences without pay **MUST** be processed with last pay

Contract Dates

12 Month Employees: 7/1/25-6/30/26	11 Month Employees: 8/1/25-6/30/26		10 Month Salaried Employees: 8/12/25-6/8/2026	10 Month Hourly Employees: 8/12/25-6/8/26
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