

2025/2026
CERTIFICATED & CLASSIFIED
TIMESHEET DUE DATES
SUBSTITUTE AND HOURLY EMPLOYEES

Timesheet for Pay Period Ending:	Due in Payroll:	Warrant Pay Date:
July 15, 2025	Monday July 21	August 11
August 15, 2025	Wednesday August 20	September 9
September 15, 2025	Friday September 19	October 9
October 15, 2025	Tuesday October 21	November 10
November 15, 2025	Wednesday November 19	December 9
December 15, 2025	Wednesday December 17*	January 9
January 15, 2026	Wednesday January 21	February 9
February 15, 2026	Thursday February 19	March 9
March 15, 2026	Thursday March 19	April 9
April 15, 2026	Tuesday April 21	May 11
May 15, 2026	Thursday May 21	June 9
June 15, 2026	Thursday June 18	July 09

Timesheets are due to the Payroll Department by 4:30 p.m. on the due date.

*It is necessary for all timesheets to be thoroughly completed and must contain all required signatures & account numbers prior to submitting to Payroll.
 Incomplete timesheets will be returned to the site and may cause delay in payment.
 Please contact Payroll for available options if timesheet is submitted past the deadline*