

2025/2026
CERTIFICATED & CLASSIFIED
CONTRACT EMPLOYEES
TIMESHEET DUE DATES

Documents for the Month of:	TO BE PAID:		
	Due in Payroll:	Classified:	Certificated:
July, 2025	Friday August 8	August 29	September 2
August, 2025	Wednesday September 10	September 30	October 1
September, 2025	Friday October 10	October 31	November 3
October, 2025	Friday November 7	November 26	December 1
November, 2025	Monday December 8	December 30	January 2
December, 2025	Friday January 9	January 30	February 2
January, 2026	Tuesday February 10	February 27	March 2
February, 2026	Monday March 9	March 31	April 1
March, 2026	Friday April 10	April 30	May 1
April, 2026	Friday May 8	May 29	June 1
May, 2026	Tuesday June 9	June 30	July 1
June, 2026	Thursday July 9	July 31	August 3

**All Timesheets must be received in Payroll by
4:30 pm on the due date.**

**Any timesheets received after the proposed date and time
will be processed on the next regular payroll cycle.**

It is necessary for all timesheets to be thoroughly completed and must contain all required signatures, approvals & account numbers. Any incorrect timesheets that are not properly completed prior to submitting to Payroll will be returned to the site or department and may cause delay in payment.