

Pay Cycles - First to Last Check		
# of Days	0-199	Sept-Aug
# of Days	200-225	Aug-July
# of Days	226-259	July-June
# of Days	260+	Sept-Aug

### 2025-2026 Monthly Pay Schedule

Payroll Payment Request Forms are due, in the payroll office with all required signatures, Mon-Thu, by 4:30pm and Fridays by 4:00pm  
Forms not received by the required deadline will be processed on the next paycheck.

Personal Leave Processing Start Date	Personal Leave Processing End Date	Payroll Payment Request Due	Last Timesheet Updated	Check Date	12 Benefit Deduction Countdown
8/11/2025	9/10/2025	9/5/2025	9/14/2025	9/25/2025	12
9/11/2025	10/10/2025	10/3/2025	10/12/2025	10/24/2025	11
10/11/2025	11/10/2025	11/7/2025	11/9/2025	11/21/2025	10
11/11/2025	12/10/2025	12/5/2025	12/7/2025	12/19/2025	9
12/11/2025	1/10/2026	1/9/2026	1/11/2026	1/23/2026	8
1/11/2026	2/10/2026	2/6/2026	2/15/2026	2/25/2026	7
2/11/2026	3/10/2026	3/6/2026	3/15/2026	3/25/2026	6
3/11/2026	4/10/2026	4/3/2026	4/12/2026	4/24/2026	5
4/11/2026	5/10/2026	5/8/2026	5/10/2026	5/22/2026	4
5/11/2026	6/10/2026	6/5/2026	6/14/2026	6/25/2026	3
6/11/2026	7/10/2026	7/3/2026	7/12/2026	7/24/2026	2
7/11/2026	8/10/2026	8/7/2026	8/9/2026	8/25/2026	1

### 2025-2026 Biweekly Pay Schedule

Pay Period Start Date	Pay Period End Date	Payroll Payment Request Due	Check Date	18 Benefit Deduction Countdown for School Year Employees	24 Benefit Deduction Countdown for Year-Round Employees
8/17/2025	8/30/2025	9/5/2025	9/12/2025	18	24
8/31/2025	9/13/2025	9/19/2025	9/26/2025	17	23
9/14/2025	9/27/2025	10/3/2025	10/10/2025	16	22
9/28/2025	10/11/2025	10/17/2025	10/24/2025	15	21
10/12/2025	10/25/2025	10/31/2025	11/7/2025 *	14	20
10/26/2025	11/8/2025	11/14/2025	11/21/2025	13	19
11/9/2025	11/22/2025	11/28/2025	12/5/2025	12	18
11/23/2025	12/6/2025	12/12/2025	12/19/2025 *	11	17
12/7/2025	12/20/2025	12/26/2025	1/2/2026	10	16
12/21/2025	1/3/2026	1/9/2026	1/16/2026 * ~	No benefit deductions	No benefit deductions
1/4/2026	1/17/2026	1/23/2026	1/30/2026	9	15
1/18/2026	1/31/2026	2/6/2026	2/13/2026	8	14
2/1/2026	2/14/2026	2/20/2026	2/27/2026	7	13
2/15/2026	2/28/2026	3/6/2026	3/13/2026 *	6	12
3/1/2026	3/14/2026	3/20/2026	3/27/2026	5	11
3/15/2026	3/28/2026	4/3/2026	4/10/2026	4	10
3/29/2026	4/11/2026	4/17/2026	4/24/2026	3	9
4/12/2026	4/25/2026	5/1/2026	5/8/2026	2	8
4/26/2026	5/9/2026	5/15/2026	5/22/2026	1	7
5/10/2026	5/23/2026	5/29/2026	6/5/2026		6
5/24/2026	6/6/2026	6/12/2026	6/18/2026		5
6/7/2026	6/20/2026	6/26/2026	7/3/2026		4
6/21/2026	7/4/2026	7/10/2026	7/17/2026		3
7/5/2026	7/18/2026	7/24/2026	7/31/2026 ~		No benefit deductions
7/19/2026	8/1/2026	8/7/2026	8/14/2026		2
8/2/2026	8/15/2026	8/21/2026	8/28/2026		1

\* This paycheck may only be 5 work days or less due to the holidays.

~ Benefit deductions will not be taken. Only voluntary and legal deductions will be taken.