PAYROLL INFORMATION DUE DATES

Please follow the time table below for sending time cards and absentee/substitute reports to the Finance Office.

- The first date listed is the date of pay.
- The second date is the date all information is to be sent to the Finance Office.
- **Dates included** are the dates to be included on time cards (example: tutoring, detention, etc.) and absentee/substitute reports for that Payroll Date.

If you have any questions, please call Melanie Conrad ext. 12275. Please post a copy of this sheet for employee/substitute reference.

PRINCIPALS: IN CASE OF INCLEMENT WEATHER, PLEASE BE SURE TIME CARDS FROM YOUR SCHOOL REACH THE FINANCE OFFICE ON THE DUE DATE.

Payroll Date:	**7/15/2025**	
Due at F.O.:		
Dates included:		
Payroll Date:	**7/30/2025**	
Due at F.O.:	7/7/2025	
Dates included:	7/1 through 7/4	1 week
Payroll Date:	**8/15/2025**	
Due at F.O.:	7/21/2025	
Dates included:	7/7 through 7/18	2 weeks
Payroll Date:	**8/29/2025**	
Due at F.O.:	8/11/2025	
Dates included:	7/21 through 8/8	3 weeks
Payroll Date:	**9/15/2025**	
Due at F.O.:	8/25/2025	
Dates included:	8/11 through 8/22	2 weeks
Payroll Date:	**9/30/2025**	
Due at F.O.:	9/8/2025	
Dates included:	8/25 through 9/5	2 weeks
Payroll Date:	**10/15/2025**	
Due at F.O.:	9/22/2025	
Dates included:	9/8 through 9/19	2 weeks
Payroll Date:	**10/30/2025**	
Due at F.O.:	10/6/2025	
Dates included:	9/22 through 10/3	2 weeks

Payroll Date:	**11/14/2025**	
Due at F.O.:	10/20/2025	
Dates included:	10/6 through 10/17	2 weeks
Payroll Date:	**11/28/2025**	
Due at F.O.:	11/3/2025	
Dates included:	10/20 through 10/31	2 weeks
Payroll Date:	**12/15/2025**	
Due at F.O.:	11/17/2025	
Dates included:	11/3 through 11/14	2 weeks
Payroll Date:	**12/30/2025**	
Due at F.O.:	12/1/2025	
Dates included:	11/17 through 11/28	2 weeks
Payroll Date:	**1/15/2026**	
Due at F.O.:	12/19/2025	
Dates included:	12/1 through 12/26	4 weeks
Payroll Date:	**1/30/2026**	
Due at F.O.:	1/12/2026	
Dates included:	12/29 through 1/9	2 weeks
Payroll Date:	**2/13/2026**	
Due at F.O.:	1/26/2026	
Dates included:	1/12 through 1/23	2 weeks
Payroll Date:	**2/27/2026**	
Due at F.O.:	2/9/2026	
Dates included:	1/26 through 2/6	2 weeks
Payroll Date:	**3/13/2026**	
Due at F.O.:	2/23/2026	
Dates included:	2/9 through 2/20	2 weeks
Payroll Date:	**3/30/2026**	
Due at F.O.:	3/9/2026	
Dates included:	2/23 through 3/6	2 weeks
Payroll Date:	**4/15/2026**	
Due at F.O.:	3/20/2026	
Dates included:	3/9 through 3/27	3 weeks

Payroll Date:	**4/30/2026**	
Due at F.O.:	4/13/2026	
Dates included:	3/30 through 4/10	2 weeks
Payroll Date:	**5/15/2026**	
Due at F.O.:	4/27/2026	
Dates included:	4/13 through 4/24	2 weeks
Payroll Date:	**5/29/2026**	
Due at F.O.:	5/11/2026	
Dates included:	4/27 through 5/8	2 weeks
Payroll Date:	**6/15/2026**	
Due at F.O.:	5/29/2026	
Dates included:	5/11 through 5/29	3 weeks
Payroll Date:	**6/30/2026**	
Due at F.O.:	6/2/2026	
Dates included:	6/1 through 6/30	4 weeks

Project time if applicable

6/17/26 & 6/18/26