



EAST RUTHERFORD PUBLIC SCHOOLS

Office of the Board of Education

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2025 - 2026 SCHOOL YEAR TIMESHEET SUBMISSION SCHEDULE

**EXTRA WORKED HOURS, CUSTODIAN OVERTIME, BUS AIDES
LUNCH AIDES & SUBSTITUTES**

PAY PERIOD	LAST DAY TO SUBMIT VOUCHER TO PAYROLL	PAY DATE
07/01/2025 – 07/15/2025	July 23	07/30/2025
07/16/2025 – 07/31/2025	August 8	08/15/2025
08/01/2025 – 08/15/2025	August 22	08/29/2025
08/16/2025 – 08/31/2025	September 8	09/15/2025
09/01/2025 – 09/15/2025	September 23	09/30/2025
09/16/2025 – 09/30/2025	October 8	10/15/2025
10/01/2025 – 10/15/2025	October 22	10/30/2025
10/16/2025 – 10/31/2025	November 7	11/14/2025
11/01/2025 – 11/15/2025	November 20	11/26/2025
11/16/2025 – 11/30/2025	December 9	12/12/2025
12/01/2025 – 12/15/2025	December 16	12/23/2025
12/16/2025 – 12/31/2025	January 6	01/15/2026
01/01/2026 – 01/15/2026	January 16	01/30/2026
01/16/2026 – 01/31/2026	February 2	02/13/2026
02/01/2026 – 02/15/2026	February 16	02/27/2026
02/16/2026 – 02/28/2026	March 2	03/13/2026
03/01/2026 – 03/15/2026	March 16	03/30/2026*
03/16/2026 – 03/31/2026	April 1	04/10/2026
04/01/2026 – 04/15/2026	April 16	04/30/2026
04/16/2026 – 04/30/2026	May 1	05/15/2026
05/01/2026 – 05/15/2026	May 18	05/29/2026
05/16/2026 – 05/31/2026	June 1	06/12/2026
06/01/2026 – 06/15/2026	June 16	06/30/2026
06/16/2026 – 06/30/2026	July 1	07/15/2026

*Please note dates above are subject to revision due to emergency situations or calendar adjustments.