



Butler Area School District

TIMESHEET SCHEDULE

2026-2027 School Year



Dates Covered on Timesheet (2-Week Period, Sunday - Saturday)	Date Due to School (Fridays, unless noted)	Date Due to Payroll Office*	Date Paid (Wednesdays)
June 7 - June 20	June 19	June 22	July 8, 2026
June 21 - July 4	July 6 (Monday)	July 7 (Tuesday)	July 22, 2026
July 5 - July 18	July 17	July 20	August 5, 2026
July 19 - August 1	July 31	August 3	August 19, 2026
August 2 - August 15	August 14	August 17	September 2, 2026
August 16- August 29	August 28	August 31	September 16, 2026
August 30 - September 12	September 11	September 14	September 30, 2026
September 13 - September 26	September 25	September 28	October 14, 2026
September 27 - October 10	October 9	October 12	October 28, 2026
October 11 - October 24	October 23	October 26	November 11, 2026
October 25 - November 7	November 6	November 9	November 25, 2026
November 8 - November 21	November 20	November 23	December 9, 2026
November 22 - December 5	December 4	December 7	December 23, 2026
December 6 - December 19	December 18	December 18 (Friday)	January 6, 2027
December 20 - January 2	January 4 (Monday)	January 5 (Tuesday)	January 20, 2027
January 3 - January 16	January 15	January 19 (Tuesday)	February 3, 2027
January 17 - January 30	January 29	February 1	February 17, 2027
January 31 - February 13	February 12	February 16 (Tuesday)	March 3, 2027
February 14 - February 27	February 26	March 1	March 17, 2027
February 28 - March 13	March 12	March 15	March 31, 2027
March 14 - March 27	March 30 (Tuesday)	March 31 (Wednesday)	April 14, 2027
March 28 - April 10	April 9	April 12	April 28, 2027
April 11 - April 24	April 23	April 26	May 12, 2027
April 25 - May 8	May 7	May 10	May 26, 2027
May 9 - May 22	May 21	May 24	June 9, 2027
May 23 - June 5	June 4	June 7	June 23, 2027

**To avoid delayed processing of paychecks, please ensure timesheets are completed properly and submitted on time.*

If you have any questions or concerns, please contact us:

Annie Mersing, Payroll Supervisor

annie.mersing@basdk12.org

724.214.3113

Paycheck Issues, 403(b) Plans, Taxes, General Questions

Debbie Kraustok, Payroll Clerk

debra.kraustok@basdk12.org

724.214.3118

Hourly Time Entries, Timesheets, Employment Verifications