

ROANOKE CITY PUBLIC SCHOOLS
P. O. Box 13145 Roanoke, VA 24031

Payroll Department
(540) 853-2370

DATE: 03/20/26

TO: Employees of Roanoke City Schools

FROM: Payroll Department

RE: Semi-Monthly Payroll Pay Dates For time worked July 1, 2026 - June 30, 2027

Leave Reporting Period		Pay Period		PAY DAY		
Begin Date	End Date	Begin Date	End Date			
1	07/01/26	07/15/26	07/01/26	07/15/26	07/31/26	
2	07/16/26	07/31/26	07/16/26	07/31/26	08/14/26	
3	08/01/26	08/15/26	08/01/26	08/15/26	08/31/26	(1st check for 10 month contract employees)
4	08/16/26	08/31/26	08/16/26	08/31/26	09/15/26	
5	09/01/26	09/15/26	09/01/26	09/15/26	09/30/26	
6	09/16/26	09/30/26	09/16/26	09/30/26	10/15/26	
7	10/01/26	10/15/26	10/01/26	10/15/26	10/30/26	
8	10/16/26	10/31/26	10/16/26	10/31/26	11/13/26	
9	11/01/26	11/15/26	11/01/26	11/15/26	11/30/26	
10	11/16/26	11/30/26	11/16/26	11/30/26	12/15/26	
11	12/01/26	12/15/26	12/01/26	12/15/26	12/31/26	
12	12/16/26	12/31/26	12/16/26	12/31/26	01/15/27	
13	01/01/27	01/15/27	01/01/27	01/15/27	01/29/27	
14	01/16/27	01/31/27	01/16/27	01/31/27	02/12/27	**2/15/27 is a bank holiday
15	02/01/27	02/15/27	02/01/27	02/15/27	02/26/27	
16	02/16/27	02/28/27	02/16/27	02/28/27	03/15/27	
17	03/01/27	03/15/27	03/01/27	03/15/27	03/31/27	
18	03/16/27	03/31/27	03/16/27	03/31/27	04/15/27	
19	04/01/27	04/15/27	04/01/27	04/15/27	04/30/27	
20	04/16/27	04/30/27	04/16/27	04/30/27	05/14/27	
21	05/01/27	05/15/27	05/01/27	05/15/27	05/28/27	
22	05/16/27	05/31/27	05/16/27	05/31/27	06/15/27	(final check for 10 month employees)
23	06/01/27	06/15/27	06/01/27	06/15/27	06/30/27	
24	06/16/27	06/30/27	06/16/27	06/30/27	07/15/27	

The pay for employees paid on contract salary will be distributed as follows:

10 month contract: 1/20 of annual salary will be paid each payday beginning 8/31/26

11 month contract: 1/22 of annual salary will be paid each payday; the first check depending on contract start date and to be communicated individually to employees on 11 month contract.

12 month contract: 1/24 of annual salary will be paid each payday beginning 7/15/26

Employees that leave the school system prior to the end of the contract year will have final pay calculated by number of days worked versus number of days paid. The settlement will be in their final check. In the event of an overpayment to the employee, Roanoke City Public Schools will request a refund of the overpayment.

12-month employees who receive the bridge payment on payday 7/15/2026 in response to changes to the payroll calendar being implemented in July 2026 will have that prepayment deducted from their final paycheck when they leave the school division. This bridge payment is unrelated to and will not negatively impact the employee's annual salary nor their vacation leave balances. In the event of an overpayment to the employee at the time their final pay is calculated at separation, Roanoke City Public Schools will request a refund of the overpayment.