

SCHEDULE OF PAYDAYS – 2026/2027 SCHOOL YEAR - WATERTOWN CITY SCHOOL DISTRICT

TO: ALL STAFF

******IMPORTANT – KEEP THIS SCHEDULE ALL YEAR******

ALSO, REMEMBER TO KEEP YOUR PAY STUBS!!!!!! PLEASE READ ALL NOTES BELOW....

TIME SHEETS MUST BE IN THE
PAYROLL OFFICE THIS DATE-NO LATER

(MEMO)

FOR PAYMENT ON THE DATE OF:

1. Friday, June 26, 2026	1st pay for 12 month salaried staff	Friday, July 10, 2026
2. Friday, July 10, 2026		Friday, July 24, 2026
3. Friday, July 24, 2026		Friday, August 7, 2026
4. Friday, August 7, 2026		Friday, August 21, 2026
5. Friday, August 21, 2026		Friday, September 4, 2026
6. Friday, September 4, 2026	1st Pay - 10 Month Salaried Staff	Friday, September 18, 2026
7. Friday, September 18, 2026		Friday, October 2, 2026
8. Friday, October 2, 2026		Friday, October 16, 2026
9. Friday, October 16, 2026		Friday, October 30, 2026
10. Friday, October 30, 2026		Friday, November 13, 2026
11. Friday, November 13, 2026	Early Pay due to Holiday	Wednesday , November 25, 2026
12. Wednesday , November 25, 2026		Friday, December 11, 2026
13. Friday, December 11, 2026	Early Pay due to Holiday	Wednesday , December 23, 2026
14. Wednesday , December 23, 2026		Friday, January 8, 2027
15. Friday, January 8, 2027		Friday, January 22, 2027
16. Friday, January 22, 2027		Friday, February 5, 2027
17. Friday, February 5, 2027		Friday, February 19, 2027
18. Friday, February 19, 2027		Friday, March 5, 2027
19. Friday, March 5, 2027		Friday, March 19, 2027
20. Friday, March 19, 2027		Friday, April 2, 2027
21. Friday, April 2, 2027		Friday, April 16, 2027
22. Friday, April 16, 2027		Friday, April 30, 2027
23. Friday, April 30, 2027		Friday, May 14, 2027
24. Friday, May 14, 2027		Friday, May 28, 2027
25. Friday, May 28, 2027		Friday, June 11, 2027
26. Friday, June 11, 2027	*Final Pay 12 Month Salaried Staff and 10 Month Salaried Staff	Friday, June 25, 2027

1. Friday, June 25, 2027	1st pay for 12 Month Salaried Staff & Final Pay Aides/Assistants & LPNs	Friday, July 9, 2027
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*Pays ALL SALARIED EMPLOYEES THROUGH THE END OF JUNE 2027...21 Pays for 10-month instructional and clerical staff, and 26 Pays for 12-month staff. Those 10-month employees who elect the "BIG CHECK" in June will receive this on June 25, 2027. Aides, Assistants, and LPNs get 22 checks, with their last one on July 9, 2027.

TIME SHEETS: Absolutely **MUST** be submitted on the dates noted above. Where there are vacations, please send them **EARLY** whenever possible. TIMEKEEPERS are to turn in Time Sheets on the date specified. Time constraints preclude late submission of Time Sheets.

IMPORTANT: Time Sheets for **NON-FACULTY** STAFF MUST BE SENT TO NANCY
Time Sheets for **FACULTY** STAFF MUST BE SENT TO MARIA Please do not "mix" together in one envelope.

HOURLY AND DAILY EMPLOYEES: Paychecks include the **ACTUAL TIME WORKED THROUGH THE DATE THE TIME SHEET IS TURNED IN** (see the date at left above).
PLEASE NOTE: EXAMPLE: Your check that is DATED February 19, 2027 includes the time worked from January 23 through February 5, 2027. This also holds true for any extra hours worked by salaried employees. There is a 2 week lag on ALL HOURLY WAGES.

TO HAVE YOUR CHECKS MAILED: Employees whose paychecks are **REGULARLY MAILED (SUBSTITUTES)** are not concerned with this. Employees whose checks are regularly sent to their buildings, and who wish to have them mailed, must provide a **STAMPED SELF- ADDRESSED ENVELOPE TO PAYROLL**, no later than 4 working days prior to the payday. Checks are mailed the **DAY BEFORE** payday. **WE ABSOLUTELY DO NOT GUARANTEE DELIVERY THE NEXT DAY BY THE POST OFFICE!!**

PICK UP OF PAYCHECKS: **IMPORTANT** Checks may only be picked up by the payee whose name appears on the check, unless a **WRITTEN, SIGNED AUTHORIZATION** is received by the Payroll Department or Building Principal in advance of the payday. **THERE ARE NO EXCEPTIONS. THIS INCLUDES SPOUSES AND OTHER FAMILY MEMBERS. A TELEPHONE CALL IS NOT ACCEPTABLE.**

DELIVERY OF PAYCHECKS: ALL Paychecks will be sent to the respective buildings every payday. If you wish **OTHER DISPOSITION** of your paycheck (sent to another location) **YOU MUST LET US KNOW. WE DO NOT AUTOMATICALLY HOLD PAYCHECKS IF YOU MOVE FROM "DAYS" TO "NIGHTS", OR IF YOU ARE GOING ON VACATION, ETC. IF YOU WANT YOUR CHECK HANDLED "DIFFERENTLY" IT IS YOUR RESPONSIBILITY TO NOTIFY US.**

ABSENCES: Keep in mind that absences on your check stub reflect **TIME TAKEN THROUGH THE DAY THE TIME SHEET IS TURNED IN (A 2 WEEK LAG). ALSO, IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR DAYS, EVEN THOUGH THEY APPEAR ON YOUR STUB. WE TRY HARD NOT TO MAKE ERRORS, BUT THEY CAN OCCUR.** Year round staff, please note: "Days" will not appear for the first few paychecks in the new fiscal year (July/August) because of the lag, and the new days that you earn. This makes it all the more important that you keep track on your own.

TIMEKEEPERS: Please furnish a copy of this schedule to first time substitutes and explain to them when they can expect to receive their first pay. The payroll office receives numerous phone calls from these employees because they did not get the schedule. This helps us, and them. **THANKS!!**