HAMPTON COUNTY SCHOOL DISTRICT

PAYROLL SCHEDULE FY 2026-2027

Hampton County School District combines all payroll types into a single payment for each pay cycle. This includes Substitute pay; Supplemental pay (such as coaching stipends or additional duties); Overtime pay; Leave time (such as sick or vacation leave); Docked pay (adjustments for unpaid time due to absences beyond available leave). These items are included in what we call the "Pay Period".

Understanding Salary vs. Pay Period Payroll

Your salary is based on your **total yearly contract amount**, not on each individual pay period.
Here's what that means:

- You are hired for a set number of workdays for the **entire school year**.
- Your total yearly salary is divided into **equal payments** (for example, 24 equal paychecks).
- You receive the same amount each pay period because it is spread evenly across the full school year.

However:

- If you miss work and do not have paid leave (for example, unpaid absences), your pay will be reduced.
- This reduction is called a **dock**.
- The dock will show as an adjustment on your regular paycheck.
- The payroll calendar determines **which paycheck** the dock will come out of.

New Hires - **How Salary Proration Works**

If you start working after the school year has already begun, your pay will be adjusted based on your start date.
Here's how it works:

- We figure out your **daily rate** by dividing your yearly salary by the total number of workdays in the year.
- We then multiply that daily rate by the number of workdays left in the school year.
- That total amount is what you will earn for the rest of the year.
- This amount is divided evenly across the remaining paychecks.

We use the payroll schedule to determine when your first paycheck will be issued.

How Substitute Pay Periods Work

- Substitute pay follows the set schedule **BELOW**. You are paid **twice a month**.
- Each paycheck only covers work done during specific dates (**SEE BELOW**).

Important:

- If your time is not submitted to Finance by the deadline,
- It **will not** be included in that paycheck.
- It will be paid on the **next payroll date** instead.

PAYROLL SCHEDULE FY 2026--2027

		Pay Period	Pay Date	Pay Period Start	Pay Period End	Date Due to Payroll	Weeks	Comments
		1	7/15/2026	7/1/2026	7/5/2026	7/6/2026	1	
		1.1	7/15/2026	7/1/2026	7/9/2026	7/9/2026	2	Summer School
		2	7/30/2026	7/6/2026	7/19/2026	7/20/2026	2	
		3	8/14/2026	7/20/2026	8/2/2026	8/3/2026	2	
		4	8/28/2026	8/3/2026	8/16/2026	8/17/2026	2	
		5	9/15/2026	8/17/2026	9/6/2026	9/4/2026	3	
		6	9/30/2026	9/7/2026	9/20/2026	9/21/2026	2	
		7	10/15/2026	9/21/2026	10/4/2026	10/5/2026	2	
		8	10/30/2026	10/5/2026	10/18/2026	10/20/2026	2	
		9	11/13/2026	10/19/2026	11/1/2026	11/2/2026	2	
		10	11/30/2026	11/2/2026	11/15/2026	11/16/2026	2	
		11	12/15/2026	11/16/2026	12/6/2026	12/7/2026	3	
		12	12/30/2026	12/7/2026	12/13/2026	12/14/2026	1	
		13	1/15/2027	12/14/2026	1/3/2027	1/4/2027	2	
		14	1/29/2027	1/4/2027	1/17/2027	1/19/2027	2	
		15	2/12/2027	1/18/2027	1/31/2027	2/1/2027	2	
		16	2/26/2027	2/1/2027	2/14/2027	2/16/2027	2	
		17	3/15/2027	2/15/2027	2/28/2027	3/1/2027	2	
		18	3/30/2027	3/1/2027	3/21/2027	3/22/2027	3	
		19	4/15/2027	3/22/2027	4/4/2027	4/5/2027	2	
		20	4/30/2027	4/5/2027	4/18/2027	4/19/2027	2	
		21	5/14/2027	4/19/2027	5/2/2027	5/3/2027	2	
		22	5/28/2027	5/3/2027	5/16/2027	5/17/2027	3	
		23	6/15/2027	5/17/2027	6/6/2027	6/7/2027	3	
		24	6/30/2027	6/7/2027	6/30/2027	6/30/2027	3	
		24.1	7/2/2027 **	6/7/2027	6/30/2027	6/30/2027	1	Summer School
		25	7/15/2027	Accrual 180-220-Salary ONLY				
		26	7/30/2027	Accrual 180-220-Salary ONLY				

		180 Day – 220 Day Paycheck Start: 08/14/2026 Paycheck End: 7/30/2027
		240 Day – 245 Day Paycheck Start: 07/1/2026 Paycheck End: 06/30/2027

**Tentative