



Madison Champaign Educational Service Center

Providing outstanding customer-based service

Mary Mitchell, Superintendent
Matthew Ketcham, Treasurer

ATTN: **Time Sheet Employees and Supervisors**

FROM: **Kristie Suchland, Payroll and Benefits Specialist**

DATE: **2026 – 2027**

RE: **Cut-off Dates for Time Sheet Submissions**

- **ALL** time sheets are required to have the **employee's and supervisor's signature** on them, in order for it to be valid. If received without proper signatures, the form will remain unprocessed.
- These are the established dates for submission of time sheets in order to be processed for that pay period. These are the **received by** dates. Employees/Subs should turn in timesheets before these dates so that Supervisors have enough time to process and submit to payroll.
- **We cannot accept any time sheets after the dates below. Late time sheets will be moved to the next payroll.**
- **Make copies for your records.** If you have questions about the days/hours you were paid, please contact Payroll.
- Supervisors are required to **mark what budget unit and account** time is to be paid from.

The timesheet cut-off dates for the 2026-2027 school year are located on the second page of this document. These dates are 12 business days prior to the pay date. Please be aware that these may be subject to change. If you have any questions or concerns, please let me know.

Thank you,

Kristie



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Time Sheet Received By:	2026 Pay Date:
June 18	July 7
July 8	July 22
July 22	August 7
August 5	August 21
August 20	September 8
September 3	September 22
September 21	October 7
October 6	October 22
October 21	November 6
November 5	November 23
November 16	December 7
December 4	December 22

Time Sheet Received By:	2027 Pay Date:
December 17	January 7
January 5	January 22
January 21	February 8
February 3	February 22
February 18	March 8
March 4	March 22
March 18	April 7
April 6	April 22
April 21	May 7
May 5	May 21
May 19	June 7
June 7	June 22