

# HUMAN RELATIONS AND PAYROLL CALENDAR DEADLINES

2026-2027 SCHOOL YEAR

| DS PAY PERIOD/<br>MONTH | EWA DEADLINES |                         |                                  |                              | SITE PAYROLL<br>TIMESHEET ENTRY<br>DEADLINE | PCA FINAL<br>APPROVAL & PS<br>ENTRY<br>DEADLINE | PAYROLL<br>CALC #1 | PAYROLL<br>RUN DATE | PAYROLL<br>ISSUE DATE |
|-------------------------|---------------|-------------------------|----------------------------------|------------------------------|---------------------------------------------|-------------------------------------------------|--------------------|---------------------|-----------------------|
|                         | SUBMISSION    | 1ST<br>APPROVAL -<br>HR | 2ND<br>APPROVAL -<br>FISCAL/DEPT | 3RD<br>APPROVAL -<br>PAYROLL |                                             |                                                 |                    |                     |                       |
| JUN HRLY / JUL PAY      | 6/12/2026     | 6/16/2026               | 6/18/2026                        | 6/23/2026                    | 7/2/2026                                    | 7/9/2026                                        | 7/17/2026          | 7/21/2026           | 7/31/2026             |
| JUL HRLY / AUG PAY      | 7/17/2026     | 7/21/2026               | 7/23/2026                        | 7/27/2026                    | 8/5/2026                                    | 8/12/2026                                       | 8/17/2026          | 8/19/2026           | 8/31/2026             |
| AUG HRLY / SEP PAY      | 8/19/2026     | 8/21/2026               | 8/25/2026                        | 8/27/2026                    | 9/3/2026                                    | 9/10/2026                                       | 9/15/2026          | 9/17/2026           | 9/30/2026             |
| SEP HRLY / OCT PAY      | 9/17/2026     | 9/21/2026               | 9/23/2026                        | 9/25/2026                    | 10/2/2026                                   | 10/9/2026                                       | 10/16/2026         | 10/20/2026          | 10/30/2026            |
| OCT HRLY / NOV PAY      | 10/19/2026    | 10/21/2026              | 10/23/2026                       | 10/27/2026                   | 11/3/2026 @ 12pm                            | 11/6/2026                                       | 11/13/2026         | 11/17/2026          | 11/30/2026            |
| NOV HRLY / DEC PAY      | 11/12/2026    | 11/13/2026              | 11/16/2026                       | 11/18/2026                   | 12/2/2026 @ 12pm                            | 12/4/2026                                       | 12/9/2026          | 12/11/2026          | 12/22/2026            |
| DEC HRLY / JAN PAY      | 12/8/2026     | 12/10/2026              | 12/14/2026                       | 12/16/2026                   | 1/6/2027                                    | 1/11/2027                                       | 1/14/2027          | 1/19/2027           | 1/29/2027             |
| JAN HRLY / FEB PAY      | 1/15/2027     | 1/19/2027               | 1/21/2027                        | 1/25/2027                    | 2/3/2027                                    | 2/8/2027                                        | 2/11/2027          | 2/16/2027           | 2/26/2027             |
| FEB HRLY / MAR PAY      | 2/11/2027     | 2/16/2027               | 2/18/2027                        | 2/23/2027                    | 3/4/2027                                    | 3/11/2027                                       | 3/16/2027          | 3/18/2027           | 3/30/2027             |
| MAR HRLY / APR PAY      | 3/16/2027     | 3/18/2027               | 3/22/2027                        | 3/24/2027                    | 4/6/2027                                    | 4/9/2027                                        | 4/16/2027          | 4/20/2027           | 4/30/2027             |
| APR HRLY / MAY PAY      | 4/16/2027     | 4/20/2027               | 4/22/2027                        | 4/26/2027                    | 5/5/2027                                    | 5/12/2027                                       | 5/17/2027          | 5/19/2027           | 5/28/2027             |
| MAY HRLY / JUN PAY      | 5/14/2027     | 5/18/2027               | 5/20/2027                        | 5/25/2027                    | 6/4/2027                                    | 6/10/2027                                       | 6/14/2027          | 6/16/2027           | 6/30/2027             |
| JUN HRLY / JUL PAY      | 6/11/2027     | 6/15/2027               | 6/17/2027                        | 6/22/2027                    | 7/1/2027                                    | TBD                                             | TBD                | TBD                 | 7/30/2027             |

## EWA TIER APPROVALS:

EWAS NOT SUBMITTED BY THE DUE DATE WILL BE APPROVED AND PROCESSED ON THE NEXT PAY PERIOD  
EACH GROUP MUST APPROVE BY THE DEADLINE ABOVE

## STRICT DEADLINES:

Timesheets or Extra Work Agreements (EWAs) not approved and submitted by the specific due dates above will be held and processed on the following scheduled pay period

## DATES & PAYROLL POLICIES TO NOTE:

December Pay Day is early (December 22, 2026).

- Because of the district's Winter Recess beginning December 21, the Timesheet Entry Deadline is compressed all the way back to November 20, 2026 at 12:00 PM.

Spring Break is scheduled for March 26 – April 2, 2027. Deadlines for the April pay cycle are carefully set right after school resumes to stay clear of the holiday window.

Presidents' Holidays are a full week for students and staff from February 15 – February 19, 2027.

- The March Pay cycle submission deadline (February 11) ensures documentation is completely finalized before the district shuts down for the week.

Strict Deadlines: Timesheets or Extra Work Agreements (EWAs) not approved and submitted by the specific due dates above will be held and processed on the following scheduled pay period.

## SYSTEM CUTOFF:

Final Calc and Off-Confirm dates hold a strict 5:00 PM system cutoff for all entries. Please ensure your department workflows conclude well ahead of this hour.

\*Staff - review Classified Work Calendars to see your scheduled work days for President's week\*

\*\*\*PLEASE EMAIL THE PAYROLL GROUP (PAYROLL@VISTAUSD.ORG) IF THERE ARE ANY CHANGES, UPDATES, OR CONSIDERATIONS REGARDING AN EMPLOYEES' PAY\*\*\*

FINAL 6/25/2025