PAYROLL DEADLINES FOR EXTRA PROGRAM PAY AND SUBSTITUTE PAY 2026 - 2027 SCHOOL YEAR

Prior to working any afterschool programs for hourly rate of pay or stipend, such as coaching or clubs, night school, training, summer school, etc. the program as well as employee must be Board approved. If either is not approved, delay in payment will occur until such time as approval is obtained.

Most programs are now handled in the time clock system. All approvals must be completed by the morning of the below deadline date.

Any paper timesheets must be reviewed and approved by the supervisor/administrator and must include their signatures. Failure to have required signatures will result in delay of payments.

DEADLINE TO PAYROLL OFFICE:	*FOR HOURS WORKED DURING PERIOD:*	*PAY DATE:*
SEPTEMBER 23	9/1/26 - 9/15/26	SEPTEMBER 30
OCTOBER 7	9/16/26 - 9/30/26	OCTOBER 15
OCTOBER 23	10/1/26 - 10/15/26	OCTOBER 30
NOVEMBER 9	10/16/26 - 10/31/26	NOVEMBER 13
NOVEMBER 20	11/1/26 - 11/15/26	NOVEMBER 30
DECEMBER 8	11/16/26 - 11/30/26	DECEMBER 15
DECEMBER 16	12/1/26- 12/9/26***	DECEMBER 23
JANUARY 8	12/10/26 - 12/31/26	JANUARY 15
JANUARY 25	1/1/27- 1/15/27	JANUARY 29
FEBRUARY 5	1/16/27 - 1/31/27	FEBRUARY 12
FEBRUARY 22	2/1/27 - 2/15/27	FEBRUARY 26
MARCH 5	2/16/27- 2/28/27	MARCH 15
MARCH 19	3/1/27 - 3/15/27	MARCH 25
APRIL 8	3/16/27 - 3/31/27	APRIL 15
APRIL 22	4/01/27 - 4/15/27	APRIL 30
MAY 7	4/16/27 - 4/30/27	MAY 14
MAY 21	5/1/27 - 5/15/27	MAY 28
JUNE 8	5/16/27 - 5/31/27	JUNE 15
JUNE 24	6/1/27 - 6/15/27	JUNE 30

***Please note shortened pay period submission due to recess.**

Time Clock/Timesheet submission deadline dates may be adjusted to accommodate holidays or emergency situations.

updated: 6/23/2026