

2026-27 Pay Periods for Substitute Employees and Additional Assignments (Overtime/Absence Processing for **ALL** Employees)

MONTH	PAYDAY	EXCEPTION PERIOD		TIMECARDS DUE TO PAYROLL OFFICE
		START	END	
July 2026	Jul 31	Jun 14	Jul 11	Jul 15
August 2026	Aug 31	Jul 12	Aug 8	Aug 12
September 2026	Sep 30	Aug 9	Sep 12	Sep 16
October 2026	Oct 30	Sep 13	Oct 10	Oct 14
November 2026	Nov 30	Oct 11	Nov 14	Nov 18
December 2026	Dec 31	Nov 15	Dec 12	Dec 16
January 2027	Jan 29	Dec 13	Jan 9	Jan 13
February 2027	Feb 26	Jan 10	Feb 13	Feb 17
March 2027	Mar 31	Feb 14	Mar 13	Mar 17
April 2027	Apr 30	Mar 14	Apr 10	Apr 14
May 2027	May 28	Apr 11	May 8	May 12
June 2027	June 30	May 9	Jun 12	Jun 16
July 2027	July 30	Jun 13	Jul 10	Jul 14



* PLEASE NOTE:

Substitutes and Additional Assignments (timecards) - Your monthly paycheck will include hours worked ONLY for those dates listed in the EXCEPTION PERIOD columns.

- For Example, the September 30 check will include hours worked August 9 - September 12 and will be turned in by September 16.
- Any hours worked in September AFTER September 12 will be paid in the October 31 paycheck.

All Other Employees and Assignments — Your monthly paycheck will include time worked throughout the month.

- For Example, the September 30 check will include all hours indicated by your assignment and calendar from September 1 through September 30.
- Any leave hours (including day leave, sick leave, personal leave, vacation, etc.) taken AFTER September 12 WILL NOT be reflected in the leave balances listed on the September 30 paycheck. They will be reflected in the "Used Current" column of the October 31 paycheck. Stipends and Mileage are due on the 10th of each month and will be included in the current monthly paycheck