WATAUGA COUNTY SCHOOLS PAYROLL SCHEDULE

2026-2027 SCHOOL YEAR

11 & 12 MONTH EMPLOYEES

Absence Cover Dates	Cut Off Date	Verifications Complete	Pay Date	Check Cover Dates
6/8/26-7/5/26	July 5, 2026	July 10, 2026	July 31, 2026	7/1/26-7/31/26
7/6/26-8/9/26	August 9, 2026	August 14, 2026	August 31, 2026	8/1/26-8/31/26
8/10/26-9/6/26	September 6, 2026	September 11, 2026	September 30, 2026	9/1/26-9/30/26
9/7/26-10/4/26	October 4, 2026	October 9, 2026	October 30, 2026	10/1/26-10/31/26
10/5/26-11/8/26	November 8, 2026	November 13, 2026	November 25, 2026	11/1/26-11/30/26
11/9/26-12/6/26	December 6, 2026	December 11, 2026	December 31, 2026	12/1/26-12/31/26
12/7/26-1/3/27	January 3, 2027	January 8, 2027	January 29, 2027	1/1/27-1/31/27
1/4/27-2/7/27	February 7, 2027	February 12, 2027	February 26, 2027	2/1/27-2/28/27
2/8/27-3/14/27	March 14, 2027	March 12, 2027	March 26, 2027	3/1/27-3/31/27
3/15/27-4/11/27	April 11, 2027	April 16, 2027	April 30, 2027	4/1/27-4/30/27
4/12/27-5/9/27	May 9, 2027	May 14, 2027	May 28, 2027	5/1/27-5/31/27
5/10/27-6/7/27	June 7, 2026	June 9, 2027	June 24, 2027	6/1/27-6/30/27

10 MONTH SALARY

Absence Cover Dates	Cut Off Date	Verifications Complete	Pay Date	Check Cover Dates
NA	NA	NA	August 31, 2026	8/11/26-9/9/26
8/11/26-9/6/26	September 6, 2026	September 11, 2026	September 30, 2026	09/09/26-10/8/2026
9/7/26-10/4/26	October 4, 2026	October 9, 2026	October 30, 2026	10/09/26-11/09/26
10/5/26-11/8/26	November 8, 2026	November 13, 2026	November 25, 2026	11/9/26-12/8/26
11/9/26-12/6/26	December 6, 2026	December 11, 2026	December 31, 2026	12/09/26-01/07/27
12/7/26-1/3/27	January 3, 2027	January 8, 2027	January 29, 2027	01/07/27-2/5/27
1/4/27-2/7/27	February 7, 2027	February 12, 2027	February 26, 2027	2/8/27-3/9/27
2/8/27-3/14/27	March 14, 2027	March 12, 2027	March 26, 2027	03/09/27-04/07/27
3/15/27-4/11/27	April 11, 2027	April 16, 2027	April 30, 2027	04/08/27-05/07/27
4/12/27-5/9/27	May 9, 2027	May 14, 2027	May 28, 2027	05/07/27-6/7/27
5/10/27-6/7/27	June 7, 2026	June 9, 2027	June 24, 2027	**Absence processing only**

***All absences without pay must be processed with May Payroll- NO EXCEPTIONS**

All Hourly Employees and Substitutes

Absence Cover Dates	Cut Off Date	Time Sheets Complete	Pay Date	Check Cover Dates
6/8/26-7/5/26	July 5, 2026	July 9, 2026	July 31, 2026	6/8/26-7/5/26
7/6/26-8/9/26	August 9, 2026	August 14, 2026	August 31, 2026	7/6/26-8/9/26
8/10/26-9/6/26	September 6, 2026	September 11, 2026	September 30, 2026	8/10/26-9/6/26
9/7/26-10/4/26	October 4, 2026	October 9, 2026	October 30, 2026	9/7/26-10/4/26
10/5/26-11/8/26	November 8, 2026	November 13, 2026	November 25, 2026	10/5/26-11/8/26
11/9/26-12/6/26	December 6, 2026	December 11, 2026	December 31, 2026	11/9/26-12/6/26
12/7/26-1/3/27	January 3, 2027	January 8, 2027	January 29, 2027	12/7/26-1/3/27
1/4/27-2/7/27	February 7, 2027	February 12, 2027	February 26, 2027	1/4/27-2/7/27
2/8/27-3/14/27	March 14, 2027	March 17, 2027	March 26, 2027	2/8/27-3/14/27
3/15/27-4/11/27	April 11, 2027	April 16, 2027	April 30, 2027	3/15/27-4/11/27
4/12/27-5/9/27	May 9, 2027	May 14, 2027	May 28, 2027	4/12/27-5/9/27
5/10/27-6/7/27	June 7, 2027	June 9, 2027	June 24, 2027	5/10/27-6/7/27

Paid Holidays (11)

July 3, September 7, November 11, November 26-27, December 23-25, January 1, March 29, May 31

Annual Leave Days (10)

December 21-22, December 28-31, March 30-31, April 1-2

* 10 & 11 month employees - 10 mandatory AL days must be taken as listed on the calendar.

* **ALL** Hourly employees must approve their time sheets by the Cut-Off dates.

* 10 Month Employees-May Payroll: **ALL** Days without pay and any other projected absences for the remainder of the year must be entered by May 12. **NO EXCEPTIONS**

* Leave balances **CAN NOT** have a negative balance **INCLUDING** Comp Time.

* Any Employee earning Comp Time are required to use that balance first.

* If an employee is resigning, all absences without pay **MUST** be processed with last pay

Contract Dates

12 Month Employees: 7/1/26-6/30/27	11 Month Employees: 8/1/26-6/30/27		10 Month Salaried Employees: 8/11/26-6/7/2027	10 Month Hourly Employees: 8/11/26-6/7/27

10 month hourly will receive checks September to June- June check will cover May 10th to the end of the school year. The end date may vary depending on inclement weather