Memorandum

Re: Payroll Schedule for Substitutes, Timesheets & Overtime (2026-2027)

From: Melissa Burns, Payroll & Benefits Manager

Below is the payroll schedule for Substitutes, Timesheets, and Overtime, for the 2026-2027 School Year. Please adhere to the schedule below to ensure all extra pay is paid timely. Timesheets that are not received by the deadline will be processed on the following pay date.

***Please note that due to the close timing of the payrolls in December, timesheets are not guaranteed until the following payroll period.

If you have any questions, please contact Heather Ballestero at hballestero@spfk12.org, or (908) 232-6161 x41306.

Coverage Dates	Timesheets Due to Payroll	Payroll Date
June Clean up dates	7-8-26	**7-15-26**
7/1 – 7/15	7-24-26	**7-31-26**
7/16 – 7/31	8-7-26	**8-14-26**
8/1 – 8/15	8-24-26	**8-31-26**
8/16 – 8/31	9-8-26	**9-15-26**
9/1 – 9/15	9-23-26	**9-30-26**
9/16 – 9/30	10-8-26	**10-15-26**
10/1 – 10/15	10-23-26	**10-30-26**
10/16 – 10/31	11-6-26	**11-13-26**
11/1 – 11/15	11-19-26	**11-30-26**
11/16 – 11/30	12-8-26	**12-15-26**
12/1 – 12/15	12-16-26	**12-23-26**
12/16 – 12/31	1-8-27	**1-15-27**
1/1 – 1/15	1-22-27	**1-29-27**
1/16 – 1/31	2-5-27	**2-12-27**
2/1 – 2/15	2-19-27	**2-26-27**
2/16 – 2/28	3-8-27	**3-15-27**
3/1 – 3/15	3-23-27	**3-31-27**
3/16 – 3/31	4-8-27	**4-15-27**
4/1 – 4/15	4-23-27	**4-30-27**
4/16 – 4/30	5-7-27	**5-14-27**
5/1 – 5/15	5-21-27	**5-28-27**
5/16 – 5/31	6-8-27	**6-15-27**
6/1 – 6/24	6-24-27	**6-30-27**