**ORENDA CHARTER SCHOOLS**
**MONTHLY PAYROLL SCHEDULE**
**2026-2027 SCHOOL YEAR**

| PAY DAY | WEEKDAY | PAY PERIOD |
|---|---|---|
| September 15, 2026 | Tuesday | 08/01-08/31 |
| October 15, 2026 | Thursday | 09/01-09/30 |
| November 13, 2026 | Friday | 10/01-10/31 |
| December 15, 2026 | Tuesday | 11/01-11/30 |
| January 15, 2027 | Friday | 12/01-12/31 |
| February 12, 2027 | Friday | 01/01-01/31 |
| March 15, 2027 | Monday | 02/01-02/28 |
| April 15, 2027 | Thursday | 03/01-03/31 |
| May 14, 2027 | Friday | 04/01-04/30 |
| June 15, 2027 | Tuesday | 05/01-05/31 |
| July 15, 2027 | Thursday | 06/01-06/30 |
| August 13, 2027 | Friday | 07/01-07/31 |

To have changes made in the current payroll - All forms for payroll updates are due to the Business Office by the 5th of the month (If the 5th falls on a weekend or holiday, they are due the business day before.) Forms and updates received after this deadline will be processed in the next month's payroll.

**Orenda processes payroll on the 15th of each month. If the 15th falls on a weekend or holiday, payroll is processed on the previous business day.**

*Note: Each paycheck includes medical, benefits, and any other deductions for the prior month as listed in the pay period column.* ***Time cards for hours worked and absences are due on the 1st*** *as a result of strict TRS reporting deadlines that occur at the start of the month.* ***The work week begins on Monday*** *– overtime for non-exempt staff is calculated at the end of the week on Sunday.*