

**District Offices Building**

TO: All Custodians, Engineers, Groundsmen, and Warehousemen

FROM: Lead Payroll Technician

DATE: 2026-2027 School Year

RE: Pay periods for Custodians

DATES FOR COMPLETION OF TCP APPROVALS

2026	Days	Date Due	2027	Days	Date Due
Jun 21 – Jul 5	10	July 6	Dec 22 - Jan 5	11	Jan 6
Jul 6 – Jul 20	11	July 21	Jan 6 - Jan 20	11	Jan 21
Jul 21 - Aug 4	11	Aug 5	Jan 21 - Feb 4	11	Feb 5
Aug 5 - Aug 19	11	Aug 20	Feb 5 - Feb 19	11	Feb 22
Aug 20 - Sep 3	11	Sept 4	Feb 20 - Mar 5	10	Mar 8
Sep 4 - Sep 18	11	Sept 21	Mar 6 - Mar 19	10	Mar 22
Sep 19 - Oct 5	11	Oct 6	Mar 20 - Apr 2	10	Apr 5
Oct 6 - Oct 20	11	Oct 21	Apr 3 - Apr 19	11	Apr 20
Oct 21 - Nov 4	11	Nov 5	Apr 20 - May 4	11	May 5
Nov 5 - Nov 19	11	Nov 20	May 5 - May 19	11	May 20
Nov 20 - Dec 4	11	Dec 7	May 20 - Jun 3	11	Jun 4
Dec 5 - Dec 21	11	Dec 22	Jun 4 - Jun 18	11	Jun 21