

2026/2027
CERTIFICATED & CLASSIFIED
TIMESHEET DUE DATES
SUBSTITUTE AND HOURLY EMPLOYEES

Timesheet for Pay Period Ending:	Due in Payroll:	Warrant Pay Date:
July 15, 2026	Tuesday July 21	August 10
August 15, 2026	Wednesday August 19	September 9
September 15, 2026	Friday September 18	October 9
October 15, 2026	Tuesday October 20	November 9
November 15, 2026	Wednesday November 18	December 9
December 15, 2026	Thursday December 17	January 11
January 15, 2027	Wednesday January 20	February 9
February 15, 2027	Thursday February 18	March 9
March 15, 2027	Thursday March 18	April 9
April 15, 2027	Tuesday April 20	May 10
May 15, 2027	Thursday May 20	June 9
June 15, 2027	Monday June 21	July 9

Timesheets are due to the Payroll Department by 4:00 p.m. on the due date.

*It is necessary for all timesheets to be thoroughly completed and must contain all required signatures & account numbers prior to submitting to Payroll.
 Incomplete timesheets will be returned to the site and may cause delay in payment.
 Please contact Payroll for available options if timesheet is submitted past the deadline*