

2026/2027
CERTIFICATED & CLASSIFIED
CONTRACT EMPLOYEES

TIMESHEET DUE DATES			
Documents for the Month of:	TO BE PAID:		
	Due in Payroll:	Classified:	Certificated:
July, 2026	Friday August 7	August 31	September 1
August, 2026	Wednesday September 9	September 30	October 1
September, 2026	Friday October 09	October 30	November 2
October, 2026	Friday November 6	November 30	December 1
November, 2026	Monday December 7	December 30	January 4
December, 2026	Friday January 8	January 29	February 1
January, 2027	Tuesday February 9	February 26	March 1
February, 2027	Monday March 8	March 31	April 1
March, 2027	Friday April 9	April 30	May 3
April, 2027	Friday May 7	May 28	June 1
May, 2027	Tuesday June 8	June 30	July 1
June, 2027	Thursday July 8	July 31	August 2

**All Timesheets must be received in Payroll by
4:00 pm on the due date.**

**Any timesheets received after the proposed date and time
will be processed on the next regular payroll cycle.**

It is necessary for all timesheets to be thoroughly completed and must contain all required signatures, approvals & account numbers. Any incorrect timesheets that are not properly completed prior to submitting to Payroll will be returned to the site or department for corrections and may cause delay in payment.