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2026-27 PAY DATES AND TIMESHEET SUBMISSION DEADLINES

Employees are paid monthly, with pay periods aligned to individual schedules and assignments.

Regular Assignments: Employees will receive pay on the last day of each month. For example, March 2027 days/hours are paid on March 31, 2027.

Substitute and Hourly Work: Payment for substitute and hourly work will be issued in the following month after completion of work and submission of timesheets.

Extra Hours, Overtime, and Non-Positional Pay: Payment for extra hours, overtime, professional development or other non-positional pay will be processed according to submission deadlines.

Late Submissions: Late submissions are out of compliance with district procedure and will only be considered based on the submission guidelines below. It is the employee's responsibility to ensure that timesheets are submitted to your site/department on the last day of the month.

Employees are required to update their direct deposit information, personal tax withholdings, addresses, or other details by specified deadlines for each pay period. Changes made after the deadline will take effect in the subsequent pay period.

2026-27 Regular Assignment Monthly Pay Dates and Employee Data Updates Due Dates:

Important: Make your portal changes before the "Portal Changes Due By" date so your pay information is correct.

Month	Pay Date	Portal/ACH/Info Changes Due By	Timesheet due to Payroll
Jul-26	7/31/2026	7/23/2026	8/5/2026
Aug-26	8/31/2026	8/23/2026	9/5/2026
Sep-26	9/30/2026	9/22/2026	10/5/2026
Oct-26	10/30/2026	10/22/2026	11/5/2026
Nov-26	11/30/2026	11/22/2026	12/5/2026
Dec-26	12/30/2026	12/22/2026	1/5/2027
Jan-27	1/29/2027	1/21/2027	2/5/2027
Feb-27	2/26/2027	2/18/2027	3/5/2027
Mar-27	3/31/2027	3/23/2027	4/5/2027
Apr-27	4/30/2027	4/22/2027	5/5/2027
May-27	5/28/2027	5/20/2027	6/4/2027
Jun-27	6/30/2027	6/22/2027	7/6/2027

Your timely attention to these deadlines is appreciated.

- All checks will be mailed on payday for employees without direct deposit.
- Employees with updates to their direct deposit or bank changes will be contacted by Payroll for a one-time pickup while the change occurs.
- New employees will be offered a pickup time for their first check.