



TIMESHEET PAY SCHEDULE 2026-2027 School Year

Timesheet Types	Timesheet Deadlines <i>Due in the District Office timestamped by 5:00 p.m.</i>	Payday
AUGUST	Tuesday, September 1, 2026	9/15/2026 – <i>Certificated</i>
(Certificated and Classified)		9/30/2026 – <i>Classified</i>
SEPTEMBER	Thursday, October 1, 2026	10/15/2026 – <i>Certificated</i>
(Certificated and Classified)		10/30/2026 – <i>Classified</i>
OCTOBER	Monday, November 2, 2026	11/13/2026 – <i>Certificated</i>
(Certificated and Classified)		11/30/2026 – <i>Classified</i>
NOVEMBER	Tuesday, December 1, 2026	12/15/2026 – <i>Certificated</i>
(Certificated and Classified)		12/31/2026 – <i>Classified</i>
DECEMBER	Friday, December 18, 2026*	1/15/2027 – <i>Certificated</i>
(Certificated and Classified)		1/29/2027 – <i>Classified</i>
JANUARY	Monday, February 1, 2027	2/12/2027 – <i>Certificated</i>
(Certificated and Classified)		2/26/2027 – <i>Classified</i>
FEBRUARY	Monday, March 1, 2027	3/15/2027 – <i>Certificated</i>
(Certificated and Classified)		3/31/2027 – <i>Classified</i>
MARCH	Thursday, April 1, 2027	4/15/2027 – <i>Certificated</i>
(Certificated and Classified)		4/30/2027 – <i>Classified</i>
APRIL	Monday, May 3, 2027	5/14/2027 – <i>Certificated</i>
(Certificated and Classified)		5/28/2027 – <i>Classified</i>
MAY	Tuesday, June 1, 2027	6/15/2027 – <i>Certificated</i>
(Certificated and Classified)		6/30/2027 – <i>Classified</i>
JUNE	Thursday, July 1, 2027	7/15/2027 – <i>Certificated</i>
(Certificated and Classified)		7/30/2027 – <i>Classified</i>
JULY	Monday, August 2, 2027	8/13/2027 – <i>Certificated</i>
(Certificated and Classified)		8/31/2027 – <i>Classified</i>

- ✂ Timesheets received *after* the due date are considered late and will be processed with the following month's payroll.
 - ✂ All timesheets must include the employee's VUSD ID number, first and last name, month worked, signature, and date.
 - ✂ All timesheets must include a budget number (*or note attached stating where to send the timesheet for the budget number*) and all required approval signatures.
- Substitute timesheets must also include the pay Range. Incomplete timesheets may delay payment.

* Employees that do not work during Winter Break, December timesheets must be received in the District Office by 4:30 p.m. on Friday, December 18, 2026. Timesheets received after 1/4/2027, will be processed with the following month's payroll.