EVERGREEN SCHOOL DISTRICT

Business Services

Payroll Timesheet Schedule

2026-27 SCHOOL & FISCAL YEAR

All forms must be received by the Payroll Department no later than **12:00 p.m.** on the submission dates listed below. This deadline also applies to all one-time monthly stipends for assisting students with personal hygiene.

Forms received after **12:00 p.m.** on the published deadline date will not be processed until the **following 10th of the month** payroll.

Due Date to turn items into Payroll	Date of Payroll
July 31, 2026	August 8, 2026
August 31, 2026	September 10, 2026
September 30, 2026	October 9, 2026
October 30, 2026	November 10, 2026
November 25, 2026	December 10, 2026
December 18, 2026 (10 and 11 month employees)	January 8, 2027
December 30, 2026 (12 month employees)	January 8, 2027
January 29, 2027	February 10, 2027
February 26, 2027	March 10, 2026
March 31, 2027	April 9, 2027
April 30, 2027	May 10, 2027
May 29, 2027	June 10, 2027
June 11, 2026 (10 month employees)	July 9, 2027
June 30, 2026 or last working day (11 and 12 month employees)	July 9, 2027

EVERGREEN SCHOOL DISTRICT
Business Services

PAYROLL 2027-27 END OF MONTH ISSUE DATES

END OF MONTH ISSUE DATES	PICK UP TIME
July 31, 2026	AFTER 10:00
August 31, 2026	AFTER 10:00
September 30, 2026	AFTER 10:00
October 30, 2026	AFTER 10:00
November 30, 2026	AFTER 10:00
December 18, 2026	AFTER 10:00
January 29, 2027	AFTER 10:00
February 26, 2027	AFTER 10:00
March 31, 2027	AFTER 10:00
April 30, 2027	AFTER 10:00
May 28, 2027	AFTER 10:00
June 30, 2027	MAILED TO EMPLOYEES