

**District Offices Building**

TO: Non-Certified Employees (Except Groundsmen, Engineers, and Warehousemen)
FROM: Payroll Department
DATE: 2026-2027 School Year

DATES FOR COMPLETION OF TIME CARDS/TCP Approvals

Pay Period	Start Date	End Date	TCP Final Approvals Due	# of Days
1	6/21/2026	7/20/2026	7/21/2026	21
2	7/21/2026	8/20/2026	8/21/2026	23
3	8/21/2026	9/20/2026	9/21/2026	21
4	9/21/2026	10/20/2026	10/21/2026	22
5	10/21/2026	11/20/2026	11/23/2026	23
6	11/21/2026	12/20/2026	12/21/2026 (No early payday)	20
7	12/21/2026	1/20/2027	1/21/2027	23
8	1/21/2027	2/20/2027	2/22/2027	22
9	2/21/2027	3/20/2027	3/22/2027	20
10	3/21/2027	4/20/2027	4/21/2027	22
11	4/21/2027	5/20/2027	5/21/2027	22
12	5/21/2027	6/20/2027	6/21/2027	21

TCP approvals should be completed each week and through the dates shown on the schedule above. Payday will be the last business day of each month.