



ACCOUNTING & BUDGETING DEPARTMENT

New Certificated Orientation

August 14, 2026

1. FIRST PAYCHECK WILL BE ISSUED ON SEPTEMBER 1, 2026

- a. Live paychecks are mailed
- b. Direct deposit pay stubs will be sent electronically through email
- c. Salaries are paid over 12 months except for the first year
- d. Monthly timesheets are completed at the end of each month by timekeeper

2. CERTIFICATED MONTHLY PAYCHECK ISSUE DATES 2026-2027

- a. Paid on the first work day of the month

Month	Paydate	Month	Paydate
August 2026	8/3/2026*	February	2/1/2027
September	9/1/2026	March	3/1/2027
October	10/1/2026	April	4/1/2027
November	11/2/2026	May	5/3/2027
December	12/1/2026*	June	6/1/2027
January 2027	1/4/2027	July	7/1/2027

3. ADJUSTMENT PAYCHECK FOR AUGUST 3, 2026*

- a. Issues on December 1, 2026
- b. Occurs the first year of employment only
- c. Beginning next fiscal year, starting in August 2027, 12 equal paychecks of annual salary

4. ADDITIONAL HOURS TIMESHEET DUE DATES, PAY PERIOD 16 THROUGH 15TH OF EACH MONTH

- a. 5th of the month or preceding Friday, TIMESHEETS must be submitted monthly, due to payroll by the 16th of the month

Month	Timesheet Due Date	Payroll Period	Payday
July 2026	7/16/26	6/16/26-7/15/26	8/5/26
August	8/17/26	7/16/26-8/15/26	9/4/26
September	9/16/26	8/16/26-9/15/26	10/5/26
October	10/16/26	9/16/26-10/15/26	11/5/26
November	11/16/26	10/16/26-11/15/26	12/4/26
December	12/16/26	11/16/26-12/15/26	1/4/27
January 2027	1/19/27	12/16/26-1/15/27	2/5/27

February	2/16/27	1/16/27-2/15/27	3/5/27
March	3/16/27	2/16/27-3/15/27	4/5/27
April	4/16/27	3/16/27-4/15/27	5/5/27
May	5/17/27	4/16/27-5/15/27	6/4/27
June	6/16/27	5/16/27-6/16/27	7/2/27 (subject to change)

5. LESD Website - ACCOUNTING & BUDGETING WEBPAGE



- a. <https://www.lawndalesd.net/departments/business-services/accounting-budgeting>
 - updates in progress
 - i. Forms
 - 1. [Additional Hours Timesheets](#) - electronic submission
 - 2. [Conference Reimbursements](#) - electronic submission
 - 3. [Frontline](#) - electronic absence reporting

6. PAYROLL CONTACT

- a. Tanya Brooks: (310) 973-1300 extension 50016
Email: payroll@lawndalesd.net or tanya_brooks@lawndalesd.net

7. NOTES
