

Employee Handbook Updates: 2026-2027

PAYDAY DEADLINES & SCHEDULE

All regular staff are paid on the 25th of the month or before if the 25th falls on a weekend or holiday. Normal pay goes from the 1st to the last day of each month, paid in equal payments for 12 months. All extra time and absences are reported according to the cutoff dates shown below.

Timesheet employees will be paid for hours worked according to the cutoff dates. This includes extra-duty, temporary, and "hours over regular" pay.

Terminating employees will receive a final check based on the actual number of days worked in the current fiscal year. The termination form and final leave entries must be submitted prior to final payroll calculation.

For fiscal year end, submit all timecards with hours worked or leave taken on or before June 30th on June 28th, so that time can be charged against the correct fiscal year.

2026-2027 Payday Deadlines & Schedule		
Cut-off Dates	Due to Supervisor	Check Issue Date
July 1 - July 11	Jul 13, 2026	Jul 24, 2026
July 12 - Aug 15	Aug 17, 2026	Aug 25, 2026
Aug 16 - Sept 12	Sep 14, 2026	Sep 25, 2026
Sept 13 - Oct 10	Oct 12, 2026	Oct 23, 2026
Oct 11 - Nov 14	Nov 16, 2026	Nov 25, 2026
Nov 15 - Dec 12	Dec 14, 2026	Dec 22, 2026
Dec 13 - Jan 9	Jan 11, 2027	Jan 25, 2027
Jan 10 - Feb 13	Feb 16, 2027	Feb 25, 2027
Feb 14 - Mar 13	Mar 15, 2027	Mar 19, 2027
Mar 14 - Apr 10	Apr 12, 2027	Apr 23, 2027
Apr 11 - May 15	May 17, 2027	May 25, 2027
May 16 - Jun 12	Jun 14, 2027	Jun 25, 2027
Jun 13- Jun 30	Jun 28, 2027	Jun 30, 2027
July 1 - July 10	Jul 12, 2027	Jul 23, 2027
July 11- Aug 14	Aug 16, 2027	Aug 25, 2027

To ensure timely pay, data must be received in Payroll by the due date. If the data is not received by the due date, we cannot guarantee it will be processed in a timely manner.

BEFORE staff begin work, they must have completed their new hire orientation. Federal and State laws require we have complete information before we are able to process a paycheck. If supervisors allow staff to work before ALL paperwork is completed, it may jeopardize staff's ability to perform further work for the agency.