Millbrae Elementary School District
555 Richmond Drive, Millbrae, CA 94030
650-697-5693 ● 650-697-6865 (fax) ● www.millbraeschooldistrict.org

2026-2027 MILLBRAE ELEMENTARY SCHOOL DISTRICT
PAYROLL SCHEDULE

Pay Period	Employee (EE) Regular Earnings Pay Date *Early Release	Timesheets EE - Extra Duty, Class Disbursement, Internal Coverage Sub - Substitute, Other Assignment		
		EE/Sub Submit to Admin/Director by	Admin/Director Submit to Payroll by	Timesheet Pay Date
July	07/31/26 (Only 12 Mos & 10/11 Mos who elected 12 Mos)	07/31/26	08/10/26	08/31/26
August	08/31/26 (Only 12/11 Mos & 10 Mos with last work day in May & 10 Mos with last work day in Jun who elected 12 Mos)	08/31/26	09/10/26	09/30/26
September	09/30/26	09/30/26	10/09/26	10/30/26
October	10/30/26	10/30/26	11/06/26	11/30/26
November	11/30/26	11/30/26	12/03/26	12/18/26
December	12/18/26*	12/31/26	01/08/27	01/29/27
January	01/29/27	01/29/27	02/08/27	02/26/27
February	02/26/27	02/26/27	03/10/27	03/31/27
March	03/31/27	03/31/27	04/09/27	04/30/27
April	04/30/27	04/30/27	05/10/27	05/28/27
May	05/28/27	05/31/27	06/03/27	06/30/27
June	06/16/27* (Only 12/11 Mos & 10 Mos with last work day in June & 10 Mos with last work day in May who elected 12 Mos)	06/30/27	07/02/27	07/23/27
June - July Summer School Only	N/A	Friday of Each Week	Friday of Each Week	7/23/27

Please Note:

- *Any work to be performed which would require the submittal of a timesheet **MUST** be pre-approved.*
- *Timesheets **MUST** be submitted on a **MONTHLY** basis by the due date listed above. Due to CalSTRS and CalPERS reporting requirements, all creditable compensation must be reported in the same month in which it was earned in order to be paid and creditable without penalty.*
- *Please contact Vienna Huynh (Payroll & Benefits Specialist) at vhuynh@millbraesd.org if you have any questions.*

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