

TO: ALL STAFF
 FROM: Payroll
 RE: 2026-2027 Payroll Schedule

Rev Date: 07/09/2026

Please use the schedule below for timesheet submittal as indicated for each payroll cycle.

This schedule will be a guideline for processing timesheets submitted for custodians, maintenance part-time workers, substitutes, student workers, cafeteria supervisors and authorized extra-duty.

It will also function as a guideline for processing dock days, and reporting sick time on paycheck stubs.

<u>REPORTS COVER THE FOLLOWING PAY PERIODS</u>	<u>DATE REPORTS DUE TO PAYROLL</u>	<u>2026-2027 PAYCHECK ISSUED</u>
Supp 6/15-6/28 * Cert 7/1-7/5	6/30/2026	7/15/2026
Supp 6/29-7/12 * Cert 7/6 - 7/1	7/14/2026	7/31/2026
07/13 - 07/26	7/28/2026	8/14/2026
07/27 - 08/09	8/11/2026	8/31/2026
08/10 -08/23	8/26/2026	9/15/2026
08/24 - 09/06	9/8/2026	9/30/2026
09/07 - 09/20	9/22/2026	10/15/2026
09/21 -10/04	10/6/2026	10/30/2026
10/05 - 10/18	10/2/2026	11/13/2026
10/19 - 11/01	11/3/2026	11/25/2026
11/02 - 11/15	11/1/2026	12/15/2026
11/1 - 12/06	12/8/2026	12/30/2026
12/07 - 12/20	12/22/2026	1/15/2027
12/21 - 01/03/2027	1/5/2027	1/29/2027
01/04 - 01/17	1/19/2027	2/12/2027
01/18 - 01/31	2/2/2027	2/26/2027
02/01 - 02/14	2/16/2027	3/15/2027
02/15 - 02/28	3/2/2027	3/31/2027
03/01 - 03/21	3/23/2027	4/15/2027
03/22 - 04/04	4/6/2027	4/30/2027
04/05 - 04/18	4/20/2027	5/14/2027
04/19 - 05/02	5/4/2027	5/28/2027
5/03 - 5/23 due 5/25	5/25/2027	6/15/2027
5/24-6/13 Supt & Cert 5/24-6/30	Curric Due asap-by 6/15	6/30/2027
<u>START FY28</u>		
Supp 6/14-6/27 * Cert 7/1-7/4	6/29/2027	7/15/2027
Supp 6/28-7/11 * Cert 7/5 - 7/11	7/13/2027	7/30/2027
07/12 - 07/25	7/27/2027	8/13/2027
07/26 - 08/08	8/10/2027	8/31/2027