

Hacienda La Puente Unified School District
2026-2027 PAYROLL SCHEDULE

HOURLY/DAILY EMPLOYEES

(Noon Aides/Other Employees/Clerical Subs/Sub Teachers)

Listed are the payroll timesheet due dates for the 2026/2027 fiscal year for **HOURLY/DAILY** employees. The Payroll Department must meet deadlines required by the Los Angeles County Office of Education (LACOE). It is imperative that all sites/employees adhere to the payroll due dates listed.

EMPLOYEE IS RESPONSIBLE FOR PROVIDING ORIGINAL TIMESHEETS TO PAYROLL

- **PAID ON THE 5TH OF THE MONTH**

Timesheet Check-off List:

- Typed or filled out in Ink, no pencil will be accepted.
- Last Name, First Name
- EID or Social Security
- Employee Signature
- Administrative Signature
- Sacs String and REQ. #
- Total Hours or Total Days added up.
- Separate timesheet for each month

***Dates subject to change**

Note: Processing dates are tentative until schedule is published by LACOE. If any changes occur all sites will be notified of change prior to the payroll month.

Timesheets paid on the 5th of the month are ultimately due the 18th of each month. Please note that if the 18th lands on a weekend the timesheet due date may change to the Friday prior or the Monday after.

Timesheets that are not received by the 18th will be paid on the next hourly payroll

Hacienda La Puente Unified School District
2026-2027 PAYROLL SCHEDULE

HOURLY/DAILY EMPLOYEES

(Site Supervision Aides/Sub Teachers/Clerical Subs/Other Employees)

• **PAID ON THE 5TH OF THE MONTH**

<u>HOURLY</u>		<u>PAYROLL SCHEDULE</u>	<u>DUE TO PAYROLL</u>	<u>PAYROLL ISSUE DATE</u>
July	2026	07/01/26-07/16/26	07/16/26	08/05/26
August	2026	07/17/26-07/31/26 08/01/26-08/18/26	07/31/26 08/18/26	09/04/26
September	2026	08/19/26-08/31/26 09/01/26-09/18/26	08/31/26 09/18/26	10/05/26
October	2026	09/19/26-09/30/26 10/01/26-10/16/26	09/30/26 10/16/26	11/05/26
November	2026	10/17/26-10/31/26 11/01/26-11/18/26	11/02/26 11/18/26	12/04/26
December*	2026	11/19/26-11/30/26 12/01/26-12/18/26	11/30/26 12/18/26	01/05/27
January*	2027	12/19/26-12/31/26 01/01/27-01/15/27	01/04/27 01/15/27	02/05/27
February	2027	01/16/27-01/31/27 02/01/27-02/18/27	02/01/27 02/18/27	03/05/27
March	2027	02/19/27-02/28/27 03/01/27-03/18/27	03/01/27 03/18/27	04/05/27
April	2027	03/19/27-03/31/27 04/01/27-04/16/27	03/31/27 04/16/27	05/05/27
May	2027	04/17/27-04/30/27 05/01/27-05/21/27	04/30/27 05/21/27	06/04/27
June	2027	05/22/27-05/31/27 06/01/27-06/18/27	06/01/27 06/21/27	07/02/27 *SUMMER PAYROLL
June	2027	06/19/27-06/30/27	06/30/27	07/09/27 *SUMMER PAYROLL