PAYROLL PERIOD	PAYROLLS DUE	PAY DAY
06-15-26 to 06-28-26	06-26-26	07-03-26
06-29-26 to 07-12-26	07-10-26	07-17-26
07-13-26 to 07-26-26	07-24-26	07-31-26
07-27-26 to 08-09-26	08-07-26	08-14-26
08-10-26 to 08-23-26	08-21-26	08-28-26
08-24-26 to 09-06-26	09-04-26	09-11-26
09-07-26 to 09-20-26	09-18-26	09-25-26
09-21-26 to 10-04-26	10-02-26	10-09-26
10-05-26 to 10-18-26	10-16-26	10-23-26
10-19-26 to 11-01-26	10-30-26	11-06-26
11-02-26 to 11-15-26	11-13-26	11-20-26
11-16-26 to 11-29-26	11-27-26	12-04-26
11-30-26 to 12-13-26	12-11-26	12-18-26
12-14-26 to 12-27-26	12-23-26	01-01-27
12-28-26 to 01-10-27	01-08-27	01-15-27
01-11-27 to 01-24-27	01-22-27	01-29-27
01-25-27 to 02-07-27	02-05-27	02-12-27
02-08-27 to 02-21-27	02-19-27	02-26-27
02-22-27 to 03-07-27	03-05-27	03-12-27
03-08-27 to 03-21-27	03-19-27	03-26-27
03-22-27 to 04-04-27	04-02-27	04-09-27
04-05-27 to 04-18-27	04-16-27	04-23-27
04-19-27 to 05-02-27	04-30-27	05-07-27
05-03-27 to 05-16-27	05-14-27	05-21-27
05-17-27 to 05-30-27	05-28-27	06-04-27
05-31-27 to 06-13-27	06-11-27	06-18-27

- All programs will be paid in accordance with this schedule.
- Teacher, Substitute Timesheets and Administrator Biweekly reports, absentee report F2-13-6-8 and signed payroll vouchers F2-13-4 **are due on the payroll due date.**
- Employees' whose time is recorded in Time Pro - their time must be verified and approved weekly but no later than 9am on the Monday following the payroll due date. Everyone except teachers under contract are **required** to use the Time Pro clock to clock. Payroll Clerks will enter days off using applicable absence code.
- Overtime Claims – use State Board of Accounts Form EC153-R95. The claim must be signed by the Payee and their immediate supervisor. **All overtime must be approved; unauthorized overtime will not be paid.**
- Stipends and/or extra assignments – follow the same protocol using paper sign in sheet along with any other required documentation. Submit these to the department handling the funds and they will forward to payroll for processing.
- Any absence in excess of 5 days requires a Doctor Certification.
- Funeral Leave – employee must complete the funeral leave card upon return to verify the relationship and leave time.
- Failure to comply with the due date will mean the postponement of pay for the affected employee.