

2026-2027 Hourly, Extra Duty and Substitute Hours Deadlines

Submit to the Payroll email at payroll.sausd@saUSD.us

Certificated Payroll						
Pay Cycle	Month	Hourly, Extra Duty & Substitutes			Due at Noon	Pay Date
01A	July	07/01/26	to	07/09/26	07/13/26	07/31/26
02A	August	07/10/26	to	08/09/26	08/11/26	08/31/26
03A	September	08/10/26	to	09/09/26	09/11/26	09/30/26
04A	October	09/10/26	to	10/09/26	10/13/26	10/30/26
05A	November	10/10/26	to	11/09/26	11/12/26	11/30/26
06A	December	11/10/26	to	12/09/26	12/11/26	01/04/27
07A	January	12/10/26	to	01/09/27	01/12/27	01/29/27
08A	February	01/10/27	to	02/09/27	02/11/27	02/26/27
09A	March	02/10/27	to	03/09/27	03/11/27	03/31/27
10A	April	03/10/27	to	04/09/27	04/13/27	04/30/27
11A	May	04/10/27	to	05/09/27	05/11/27	05/31/27
12A	June	05/10/27	to	06/09/27	06/11/27	06/30/27
13A	Year-End	06/10/27	to	06/30/27	07/01/27 EOD	07/30/27

Late submissions will be processed on the next payroll cycle.

Classified Payroll						
Pay Cycle	Month	Hourly, Extra Duty & Substitutes			Due at Noon	Pay Date
01B	July	07/01/26	to	07/14/26	07/16/26	08/10/26
02B	August	07/15/26	to	08/14/26	08/18/26	09/10/26
03B	September	08/15/26	to	09/14/26	09/16/26	10/09/26
04B	October	09/15/26	to	10/14/26	10/16/26	11/10/26
05B	November	10/15/26	to	11/14/26	11/17/26	12/10/26
06B	December	11/15/26	to	12/14/26	12/16/26	01/08/27
07B	January	12/15/26	to	01/14/27	01/19/27	02/10/27
08B	February	01/15/27	to	02/14/27	02/16/27 EOD	03/10/27
09B	March	02/15/27	to	03/14/27	03/16/27	04/09/27
10B	April	03/15/27	to	04/14/27	04/16/27	05/10/27
11B	May	04/15/27	to	05/14/27	05/18/27	06/10/27
12B	June	05/15/27	to	06/14/27	06/16/27	07/09/27
13B	Year-End	06/15/27	to	06/30/27	07/01/27 EOD	08/10/27

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