

PAYROLL INFORMATION DUE DATES

Please follow the time table below for sending time cards and absentee/substitute reports to the Finance Office.

- The first date listed is the date of pay.
- The second date is the date all information is to be sent to the Finance Office.
- **Dates included** are the dates to be included on time cards (example: tutoring, detention, etc.) and absentee/substitute reports for that Payroll Date.

If you have any questions, please call Melanie Conrad ext. 12275. Please post a copy of this sheet for employee/substitute reference.

PRINCIPALS: IN CASE OF INCLEMENT WEATHER, PLEASE BE SURE TIME CARDS FROM YOUR SCHOOL REACH THE FINANCE OFFICE ON THE DUE DATE.

Payroll Date: **7/15/2026**

Due at F.O.:

Dates included:

Payroll Date: **7/30/2026**

Due at F.O.: **7/8/2026**

Dates included: **7/1 through 7/7** 1 week

Payroll Date: **8/14/2026**

Due at F.O.: **7/20/2026**

Dates included: **7/8 through 7/17** 2 weeks

Payroll Date: **8/28/2026**

Due at F.O.: **8/10/2026**

Dates included: **7/20 through 8/7** 3 weeks

Payroll Date: **9/15/2026**

Due at F.O.: **8/24/2026**

Dates included: **8/10 through 8/21** 2 weeks

Payroll Date: **9/30/2026**

Due at F.O.: **9/8/2026**

Dates included: **8/24 through 9/4** 2 weeks

Payroll Date: **10/15/2026**

Due at F.O.: **9/21/2026**

Dates included: **9/7 through 9/18** 2 weeks

Payroll Date: **10/30/2026**

Due at F.O.: **10/5/2026**

Dates included: **9/21 through 10/2** 2 weeks

Payroll Date: **11/13/2026**
 Due at F.O.: 10/20/2026
 Dates included: 10/5 through 10/16 2 weeks

Payroll Date: **11/30/2026**
 Due at F.O.: 11/2/2026
 Dates included: 10/19 through 10/30 2 weeks

Payroll Date: **12/15/2026**
 Due at F.O.: 11/16/2026
 Dates included: 11/2 through 11/13 2 weeks

Payroll Date: **12/30/2026**
 Due at F.O.: 11/30/2026
 Dates included: 11/16 through 11/27 2 weeks

Payroll Date: **1/15/2027**
 Due at F.O.: 12/18/2026
 Dates included: 11/30 through 12/25 4 weeks

Payroll Date: **1/29/2027**
 Due at F.O.: 1/11/2027
 Dates included: 12/28 through 1/8 2 weeks

Payroll Date: **2/15/2027**
 Due at F.O.: 1/25/2027
 Dates included: 1/11 through 1/22 2 weeks

Payroll Date: **2/26/2027**
 Due at F.O.: 2/8/2027
 Dates included: 1/25 through 2/5 2 weeks

Payroll Date: **3/15/2027**
 Due at F.O.: 2/22/2027
 Dates included: 2/8 through 2/19 2 weeks

Payroll Date: **3/30/2027**
 Due at F.O.: 3/8/2027
 Dates included: 2/22 through 3/5 2 weeks

Payroll Date: **4/15/2027**
 Due at F.O.: 3/29/2027
 Dates included: 3/8 through 3/26 3 weeks

Payroll Date: **4/30/2027**
 Due at F.O.: 4/12/2027
 Dates included: 3/29 through 4/9 2 weeks

Payroll Date: **5/14/2027**
 Due at F.O.: 4/26/2027
 Dates included: 4/12 through 4/23 2 weeks

Payroll Date: **5/28/2027**
 Due at F.O.: 5/10/2027
 Dates included: 4/26 through 5/7 2 weeks

Payroll Date: **6/15/2027**
 Due at F.O.: 5/28/2027
 Dates included: 5/10 through 5/28 3 weeks

Payroll Date: **6/30/2027**
 Due at F.O.: 6/1/2027
 Dates included: 5/31 through 6/30 4 weeks

Project time if applicable

6/16/27 & 6/17/27