2026 - 2027
Central Services Employees
All 12 Month Employees

ALL C.S. Timekeeper Employees: Turn in leave forms as soon as absence is planned or immediately after emergency absence is taken. **Turn these leave forms in to your Timekeeper site manager.**

Timekeeper Site Managers: Please have all Timekeeper data ready for the payroll department to pull by the time and date listed below. Please send your signed **green** time sheets to payroll as soon as possible after this due date/time.

Time-Sheet	Sun – Sat Time Sheet 2026/2027 Dates	Pick Up Date	Pay Date
July	6/7/26 – 7/4/26	7/8/26	7/20/26
Aug	7/5/26 – 8/1/26	8/5/26	8/20/26
Sept	8/2/26 – 8/29/26	9/2/26	9/18/26
Oct	8/30/26 – 9/26/26	9/30/26	10/20/26
Nov	9/27/26 – 10/31/26	11/4/26	11/20/26
Dec	11/1/26 – 11/28/26	12/2/26	12/18/26
Jan	11/29/26 – 1/2/27	1/6/27	1/20/27
Feb	1/3/27 – 1/30/27	2/3/27	2/19/27
Mar	1/31/27 – 2/27/27	3/3/27	3/19/27
Apr	2/28/27 – 4/3/27	4/7/27	4/20/27
May	4/4/27 – 5/1/27	5/5/27	5/20/27
June	5/2/27 – 6/5/27	6/8/27	6/17/27
July	6/6/27 – 7/3/27	7/7/27	7/20/27