



2025-2026 PAY SCHEDULE

due date is 3 days after the end of the pay period unless otherwise noted.

Timesheet	End Of Pay Period/ Pay Date	Due Date for Timesheets (Electronic and Paper no later than morning of)
16 th -30 th June	7/15/2025	6/30/2025
31 st -15 th July	7/30/2025	7/18/2025
16 th -30 th July	8/15/2025	8/3/2025
31 st -15 th Aug	8/29/2025	8/20/2025
16 th -30 th Aug	9/15/2025	9/3/2025
31 st -15 th Sept	9/30/2025	9/18/2025
16 th -30 th Sept	10/15/2025	10/3/2025
31 st -15 th Oct	10/30/2025	10/20/2025
16 th -30 th Oct	11/14/2025	11/5/2025
31 st -15 th Nov	11/28/2025	11/19/2025
16 th -30 th Nov	12/15/2025	12/3/2025
31 st -15 th Dec	12/30/2025	12/18/2025
16 th -30 th Dec	1/15/2026	1/6/2026
31 st -15 th Jan	1/30/2026	1/21/2026
16 th -30 th Jan	2/13/2026	2/4/2026
31 st -15 th Feb	2/27/2026	Friday before Winter Break all paperwork needs to be submitted before end of day 2/13/2026
16 th -28 th Feb	3/13/2026	3/4/2026
31 st -15 th March	3/30/2026	3/18/2026
16 th -30 th March	4/15/2026	Friday before Spring Break all paperwork needs to be submitted before end of day 3/27/2026
31 st -15 th April	4/30/2026	4/20/2026
16 th -30 th April	5/15/2026	5/5/2026
31 st -15 th May	5/29/2026	5/20/2026
16 th -30 th May	6/15/2026	6/3/2026
31 st -15 th June	6/30/2026	6/18/2026
16 th -30 th June	7/15/2026	6/30/2026 last day of school is 6/26

all dates are subject to change

****Remember every payday is the day you should turn in your time cards****

Electronic timesheets are to be approved weekly or by the end of the pay period. This includes all missed punches and missing time. The dates noted are the final date a timesheet can be submitted for payment to the payroll department for processing. Any timesheets after that date are subject to the discretion of the payroll clerk with time allowed for processing accurately. They may be processed in a future payroll if not received timely. When paper timesheets are submitted, only time actually worked may be claimed. Timesheets are not to be made out for advance worked or for duty free lunch periods. Timesheets should be filled out for the pay period and submitted to Maria Brown in the Business Office when completed including supervisor's signature.