

2025-2026 SCHOOL YEAR PAY SCHEDULE

PAY DAY	PAY PERIOD (TIME WORKED)	TIMESHEET DUE FROM STAFF	SUPERVISOR APPROVAL DUE	PAYROLL LOCK
July 15, 2025	June 16 - June 30	July 1	July 2	July 3
July 30, 2025	July 1 - July 15	July 16	July 17	July 18
August 15, 2025	July 16 - July 31	August 1	August 4	August 5
August 29, 2025	August 1 - August 15	August 18	August 19	August 20
September 15, 2025	August 16 - August 31	September 2	September 3	September 4
September 30, 2025	September 1 - September 15	September 16	September 17	September 18
October 15, 2025	September 16 - September 30	October 1	October 3	October 6
October 30, 2025	October 1 - October 15	October 16	October 17	October 20
November 14, 2025	October 16 - October 31	November 3	November 4	November 5
November 26, 2025	November 1 - November 15	November 17	November 18	November 19
December 15, 2025 (opt out waiver)	November 16 - November 30	December 1	December 2	December 3
December 23, 2025	December 1 - December 15	December 16	December 16	December 16
January 15, 2026	December 16 - December 31	January 5	January 6	January 7
January 30, 2026	January 1 - January 15	January 16	January 20	January 21
February 13, 2026	January 16 - January 31	February 2	February 3	February 4
February 27, 2026	February 1 - February 15	February 18	February 19	February 20

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PAY DAY	PAY PERIOD (TIME WORKED)	TIMESHEET DUE FROM STAFF	SUPERVISOR APPROVAL DUE	PAYROLL LOCK
March 13, 2026	February 16 - February 29	March 2	March 3	March 4
March 27, 2026	March 1 - March 15	March 16	March 17	March 18
April 15, 2026	March 16 - March 31	April 6	April 7	April 8
April 30, 2026	April 1 - April 15	April 16	April 17	April 20
May 15, 2026	April 16 - April 30	May 1	May 4	May 5
May 29, 2026	May 1 - May 15	May 18	May 19	May 20
June 15, 2026 (opt out waiver)	May 16 - May 31	June 1	June 2	June 3
June 30, 2026 (clubs, translations)	June 1 - June 15	June 16	June 17	June 18
July 15, 2026 (unused sick & vacation)	June 16 - June 30	July 1	July 6	July 7
July 30, 2026	July 1 - July 15	July 16	July 17	July 20
August 14, 2026	July 16 - July 31	August 3	August 4	August 5
August 28, 2026	August 1 - August 15	August 17	August 18	August 19