

Regular Licensed & Classified Employee Pay Dates*

Pay Period	For Contract/Regular Hours Worked	For Additional Timecard Hours Submitted	Timecard Approval Due by 10:00 a.m.	Pay Date
2		7/1/25–7/31/25	8/1/25	8/20/25
2.1**	8/19/25-8/31/25	--	--	8/27/25
3	9/1/25–9/30/25	8/1/25–8/31/25	9/2/25	9/19/25
4	10/1/25–10/31/25	9/1/25–9/30/25	10/1/25	10/20/25
5	11/1/25–11/30/25	10/1/25–10/31/25	11/3/25	11/20/25
6	12/1/25–12/31/25	11/1/25–11/30/25	12/1/25	12/19/25
7	1/1/26–1/31/26	12/1/25–12/31/25	1/2/26	1/20/26
8	2/1/26–2/28/26	1/1/26–1/31/26	2/2/26	2/20/26
9	3/1/26–3/31/26	2/1/26–2/28/26	3/2/26	3/20/26
10	4/1/26–4/30/26	3/1/26–3/31/26	4/1/26	4/20/26
11	5/1/26–5/31/26	4/1/25–4/30/26	5/1/26	5/20/26
12***	6/1/26–6/30/26	5/1/26–5/31/26	6/1/26	6/16/26
12.10***	7/1/26–7/31/26			6/16/26
12.20***	8/1/26–8/31/26			6/16/26
12.60		6/1/26–6/30/26	6/24/26	06/30/26

*Summer program positions are not included on this pay calendar

**Employees starting between 8/19/25-8/21/25 are included on 2.1. Those starting after 8/21 will be included in Payroll 3

***Submit to HR Request by May 1 to receive summer checks monthly; pay date will be same as 12-month licensed in July & August

Administrator, & 12-month Regular Employee Pay Dates*

Pay Period	For Contract/Regular Hours Worked	For Additional Timecard Hours Submitted	Timecard Approval Due by 10:00 a.m.	Pay Date
1	7/1/25–7/31/25			7/18/25
2	8/1/25–8/31/25	7/1/25–7/31/25	8/1/25	8/20/25
3	9/1/25–9/30/25	8/1/25–8/31/25	9/2/25	9/19/25
4	10/1/25–10/31/25	9/1/25–9/30/25	10/1/25	10/20/25
5	11/1/25–11/30/25	10/1/25–10/31/25	11/3/25	11/20/25
6	12/1/25–12/31/25	11/1/25–11/30/25	12/1/25	12/19/25
7	1/1/26–1/31/26	12/1/25–12/31/25	1/2/26	1/20/26
8	2/1/26–2/28/26	1/1/26–1/31/26	2/2/26	2/20/26
9	3/1/26–3/31/26	2/1/26–2/28/26	3/2/26	3/20/26
10	4/1/26–4/30/26	3/1/26–3/31/26	4/1/26	4/20/26
11	5/1/26–5/31/26	4/1/25–4/30/26	5/1/26	5/20/26
12	6/1/26–6/30/26	5/1/26–5/31/26	6/1/26	6/16/26
12.6		6/1/26–6/30/26	6/24/26	06/30/26

Correction Payrolls are issued every Wednesday

**Summer program positions are not included on this pay calendar*

Substitute and Temporary Employee Pay Dates

Pay Period	For Timecard Hours Submitted	Timecard Approval Due by 10:00 a.m.	Pay Date
3	7/1/25–7/15/25	7/16/25	8/1/25
4	7/16/25–7/31/25	8/1/25	8/15/25
5	8/1/25–8/15/25	8/16/25	8/29/25
6	8/16/25–8/31/25	9/3/25	9/15/25
7	9/1/25–9/15/25	9/16/25	10/1/25
8	9/16/25–9/30/25	10/1/25	10/15/25
9	10/1/25–10/15/25	10/16/25	10/31/25
10	10/16/25–10/31/25	11/1/25	11/14/25
11	11/1/25–11/15/25	11/18/25	12/1/25
12	11/16/25–11/30/25	12/2/25	12/15/25
13	12/1/25–12/15/25	12/16/25	12/30/25
14	12/16/25–12/31/25	1/2/26	1/15/26
15	1/1/26–1/15/26	1/16/26	1/30/26
16	1/16/26–1/31/26	2/3/26	2/13/26
17	2/1/26–2/15/26	2/17/26	2/27/26
18	2/16/26–2/28/26	3/3/26	3/13/26
19	3/1/26–3/15/26	3/17/26	4/1/26
20	3/16/26–3/31/26	4/1/26	4/15/26
21	4/1/26–4/15/26	4/16/26	5/1/25
22	4/16/26–4/30/26	5/1/26	5/15/26
23	5/1/26–5/15/26	5/16/26	6/1/26
24	5/16/26–5/31/26	6/2/26	6/15/26
24.10	6/1/26–6/15/26	6/16/26	6/30/26
24.20	6/16/26–6/30/26	7/1/26	7/15/26

Correction Payrolls are issued every Wednesday