

## DEADLINES/REQUIREMENTS FOR TIME SHEETS FY 2025 - 2026

\*All time sheets and certifications of time must be in the central office  
no later than 4:00 P.M. on the cutoff date.

\*All time must be reported on the appropriate time sheet.

\*Time sheets that are not completed as required will be returned, which may delay payment.

\*Payroll distribution and cutoff dates for FY 2025 - 2026 are as follows:

PAYROLL DISTRIBUTION	CUTOFF DATE	DATES IN PAY PERIOD
Tuesday, July 15, 2025	July 03, 2025	06/19/25 - 07/02/25
Wednesday, July 30, 2025	July 17, 2025	07/03/25 - 07/16/25
Friday, August 15, 2025	July 31, 2025	07/17/25 - 07/30/25
Friday, August 29, 2025	August 14, 2025	07/31/25 - 08/13/25
Monday, September 15, 2025	September 04, 2025 *	08/14/25 - 09/03/25
Tuesday, September 30, 2025	September 18, 2025	09/04/25 - 09/17/25
Wednesday, October 15, 2025	October 02, 2025	09/18/25 - 10/01/25
Thursday, October 30, 2025	October 16, 2025	10/02/25 - 10/15/25
Friday, November 14, 2025	October 30, 2025	10/16/25 - 10/29/25
Friday, November 28, 2025	November 13, 2025	10/30/25 - 11/12/25
Monday, December 15, 2025	December 04, 2025 *	11/13/25 - 12/03/25
Friday, December 19, 2025	December 18, 2025	12/04/25 - 12/17/25
Thursday, January 15, 2026	January 01, 2026	12/18/25 - 12/31/25
Friday, January 30, 2026	January 15, 2026	01/01/26 - 01/14/26
Friday, February 13, 2026	January 29, 2026	01/15/26 - 01/28/26
Friday, February 27, 2026	February 12, 2026	01/29/26 - 02/11/26
Friday, March 13, 2026	February 26, 2026	02/12/26 - 02/25/26
Monday, March 30, 2026	March 12, 2026	02/26/26 - 03/11/26
Wednesday, April 15, 2026	April 02, 2026 *	03/12/26 - 04/01/26
Thursday, April 30, 2026	April 16, 2026	04/02/26 - 04/15/26
Friday, May 15, 2026	April 30, 2026	04/16/26 - 04/29/26
Friday, May 29, 2026	May 14, 2026	04/30/26 - 05/13/26
Monday, June 15, 2026	June 04, 2026 *	05/14/26 - 06/03/26
Tuesday, June 30, 2026	June 25, 2026 *	06/04/26 - 06/24/26

\* = 3 week payroll

### STANDARD PAY RATES

Emergency Substitute Teachers	\$105.00/Day
Certified Substitute Teachers (w/64 credit hours)	\$115.00/Day
Certified Substitute w/EPsB Certificate Teacher	\$125.00/Day
Long-term Substitute Teachers	\$135.00/Day
Certified (Retired) Substitute Teachers	\$160.00/Day
Long-term (Retired) Substitute Teachers	\$185.00/Day
Field Trip/Substitute Bus Drivers	\$20.00/Hour
Classified Retired Substitute	\$13.50/Hour
Substitute Maintenance/Custodial/Food Service	\$12.00/Hour
Occasional and Classified Substitutes	\$10.00/Hour
Part-Time Student Workers	\$7.25/Hour Minimum Wage