

FY 2025/2026 PAYROLL SCHEDULE

| Reporting Period | Pay Date |
|----------------------------|---------------------------|
| June 7 - June 27 | July 15, 2025* |
| June 28 - July 11 | July 31, 2025* |
| July 12 - July 25 | August 15, 2025* |
| July 26 - August 8 | August 29, 2025 |
| August 9 - August 22 | September 15, 2025 |
| August 23 - September 5 | September 26, 2025 |
| September 6 - September 19 | October 15, 2025 |
| September 20 - October 10 | October 31, 2025 |
| October 11 - October 24 | November 14, 2025 |
| October 25 - November 7 | November 25, 2025 |
| November 8 - November 21 | December 15, 2025 |
| November 22 - December 5 | December 19, 2025 |
| December 6 - December 19 | January 15, 2026 |
| December 20 - January 9 | January 30, 2026 |
| January 10 - January 23 | February 13, 2026 |
| January 24 - February 6 | February 27, 2026 |
| February 7 - February 20 | March 13, 2026 |
| February 21 - March 6 | March 31, 2026 |
| March 7 - March 20 | April 15, 2026 |
| March 21 - April 10 | April 30, 2026 |
| April 11 - April 24 | May 15, 2026 |
| April 25 - May 8 | May 29, 2026 |
| May 9 - May 22 | June 15, 2026 |
| May 23 - June 5 | June 30, 2026 |
| June 6 - June 26 | July 15, 2026* |
| June 27 - July 10 | July 31, 2026* |
| July 11 - July 24 | August 14, 2026* |

12-month employees paycheck dates: July 15, 2025 – June 30, 2026

Less than 12-month employees paycheck dates: August 29, 2025 – August 14, 2026

* Denotes Summer pay checks pay dates

Highlighted Reporting Period date range denotes 3 week payroll reporting periods.

Bold Print Pay Dates denotes exceptions to the 15th and last day of the month pay date schedule due to holiday office closures. All other pay dates reflect the actual date unless the pay date falls on a weekend or holiday.

Insurance premiums will be deducted based on the beginning and end dates of your pay cycle and on the number of days worked.

Note: All salaries are annualized. The reporting periods listed are used as cut-off dates for reporting absences, docked days, overtime, stipends, ESS and compensating substitute employees. If employee resigns/retires, then salary calculation will be completed to determine final paycheck date/amount. Reporting periods and/or pay dates are subject to change as necessary to allow for holidays and/or other scheduled breaks.

STAFF CONTACT: Rodney Jackson, Director of Finance 422-0360

Related Policies: 03.121, 03.221