

## **2025-2026 Payroll Dates**

| <b><u>Pay Day</u></b> | <b><u>Pay Period</u></b> | <b><u>Due in Central Office</u></b> |
|-----------------------|--------------------------|-------------------------------------|
| July 15               | June 16-30               | July 7                              |
| July 30               | July 1-15                | July 18                             |
| Aug 15                | July 16-31               | Aug 5                               |
| Aug 29                | Aug 1-15                 | Aug 19                              |
| Sept 15               | Aug 16-31                | Sept 5                              |
| Sept 30               | Sept 1-15                | Sept 19                             |
| Oct 15                | Sept 16-30               | Oct 7                               |
| Oct 30                | Oct 1-15                 | Oct 21                              |
| Nov 14                | Oct 16-31                | Nov 6                               |
| Nov 28                | Nov 1-15                 | Nov 19                              |
| Dec 15                | Nov 16-30                | Dec 5                               |
| Dec 30                | Dec 1-15                 | Dec 17                              |
| Jan 15                | Dec 16-31                | Jan 7                               |
| Jan 30                | Jan 1-15                 | Jan 21                              |
| Feb 13                | Jan 16-31                | Feb 5                               |
| Feb 27                | Feb 1-15                 | Feb 19                              |
| March 13              | Feb 16-28                | March 5                             |
| March 30              | March 1-15               | March 19                            |
| April 15              | March 16-31              | April 2                             |
| April 30              | April 1-15               | April 20                            |
| May 15                | April 16-30              | May 6                               |
| May 29                | May 1-15                 | May 20                              |
| June 15               | May 16-31                | June 5                              |
| June 30               | June 1-15                | June 18                             |

Payroll dates are the 15<sup>th</sup> and 30<sup>th</sup> of the month. If a pay date falls on a weekend or bank holiday, the pay date will be the last weekday immediately preceding the 15<sup>th</sup> or 30<sup>th</sup> as noted on the above schedule.

The annual contracted salary will be divided into 24 approximately equal pays. New salary amounts for administrators, principals, secretaries, custodians, maintenance and central office classified staff will be effective on the July 15<sup>th</sup> pay. New salary amounts for teachers, teacher assistants and cafeteria personnel will be effective on August 29<sup>th</sup>.

All extra hourly time worked from the 1<sup>st</sup> through the 15<sup>th</sup> submitted on Claim Forms and Time Sheets for after school programs and athletic events will be paid on the 30<sup>th</sup> of that month. All extra hourly time worked from the 16<sup>th</sup> through the 31<sup>st</sup> will be paid on the 15<sup>th</sup> of the following month. Payroll is due in central office on the dates shown above.

Summer pays will be deposited on June 15<sup>th</sup> and 30<sup>th</sup>. The remaining 2 July checks and 1 August check will be paid on or before June 30<sup>th</sup>.