

## DEADLINES/REQUIREMENTS FOR TIME SHEETS FY 2026 - 2027

\*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 2026 - 2027** are as follows:

| <b>PAYROLL DISTRIBUTION</b>   | <b>CUTOFF DATE</b>   | <b>DATES IN PAY PERIOD</b> |
|-------------------------------|----------------------|----------------------------|
| Wednesday, July 15, 2026      | July 09, 2026        | 06/25/26 - 07/08/26        |
| Thursday, July 30, 2026       | July 23, 2026        | 07/09/26 - 07/22/26        |
| Friday, August 14, 2026       | August 06, 2026      | 07/23/26 - 08/05/26        |
| Friday, August 28, 2026       | August 20, 2026      | 08/06/26 - 08/19/26        |
| Tuesday, September 15, 2026   | September 10, 2026 * | 08/20/26 - 09/09/26        |
| Wednesday, September 30, 2026 | September 24, 2026   | 09/10/26 - 09/23/26        |
| Thursday, October 15, 2026    | October 08, 2026     | 09/24/26 - 10/07/26        |
| Friday, October 30, 2026      | October 22, 2026     | 10/08/26 - 10/21/26        |
| Friday, November 13, 2026     | November 05, 2026    | 10/22/26 - 11/04/26        |
| Monday, November 30, 2026     | November 19, 2026    | 11/05/26 - 11/18/26        |
| Tuesday, December 15, 2026    | December 10, 2026 *  | 11/19/26 - 12/09/26        |
| Friday, December 18, 2026     | December 24, 2026    | 12/10/26 - 12/23/26        |
| Friday, January 15, 2027      | January 07, 2027     | 12/24/26 - 01/06/27        |
| Friday, January 29, 2027      | January 21, 2027     | 01/07/27 - 01/20/27        |
| Friday, February 12, 2027     | February 04, 2027    | 01/21/27 - 02/03/27        |
| Friday, February 26, 2027     | February 18, 2027    | 02/04/27 - 02/17/27        |
| Monday, March 15, 2027        | March 04, 2027       | 02/18/27 - 03/03/27        |
| Tuesday, March 30, 2027       | March 18, 2027       | 03/04/27 - 03/17/27        |
| Thursday, April 15, 2027      | April 08, 2027 *     | 03/18/27 - 04/07/27        |
| Friday, April 30, 2027        | April 22, 2027       | 04/08/27 - 04/21/27        |
| Friday, May 14, 2027          | May 06, 2027         | 04/22/27 - 05/05/27        |
| Friday, May 28, 2027          | May 20, 2027         | 05/06/27 - 05/19/27        |
| Tuesday, June 15, 2027        | June 10, 2027 *      | 05/20/27 - 06/09/27        |
| Wednesday, June 30, 2027      | July 01, 2027 *      | 06/10/27 - 06/30/27        |

\* = 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/EPSC 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 |