

PAYROLL INFORMATION DUE DATES

Please follow the time table below for sending time cards and absentee/substitute reports to the Finance Office.

- The first date listed is the date of pay.
- The second date is the date all information is to be sent to the Finance Office.
- **Dates included** are the dates to be included on time cards (example: tutoring, detention, etc.) and absentee/substitute reports for that Payroll Date.

If you have any questions, please call Melanie Conrad ext. 12275. Please post a copy of this sheet for employee/substitute reference.

PRINCIPALS: IN CASE OF INCLEMENT WEATHER, PLEASE BE SURE TIME CARDS FROM YOUR SCHOOL REACH THE FINANCE OFFICE ON THE DUE DATE.

Payroll Date: **7/15/2025**

Due at F.O.:

Dates included:

Payroll Date: **7/30/2025**

Due at F.O.: 7/7/2025

Dates included: 7/1 through 7/4 1 week

Payroll Date: **8/15/2025**

Due at F.O.: 7/21/2025

Dates included: 7/7 through 7/18 2 weeks

Payroll Date: **8/29/2025**

Due at F.O.: 8/11/2025

Dates included: 7/21 through 8/8 3 weeks

Payroll Date: **9/15/2025**

Due at F.O.: 8/25/2025

Dates included: 8/11 through 8/22 2 weeks

Payroll Date: **9/30/2025**

Due at F.O.: 9/8/2025

Dates included: 8/25 through 9/5 2 weeks

Payroll Date: **10/15/2025**

Due at F.O.: 9/22/2025

Dates included: 9/8 through 9/19 2 weeks

Payroll Date: **10/30/2025**

Due at F.O.: 10/6/2025

Dates included: 9/22 through 10/3 2 weeks

Payroll Date: **11/14/2025**
Due at F.O.: 10/20/2025
Dates included: 10/6 through 10/17 2 weeks

Payroll Date: **11/28/2025**
Due at F.O.: 11/3/2025
Dates included: 10/20 through 10/31 2 weeks

Payroll Date: **12/15/2025**
Due at F.O.: 11/17/2025
Dates included: 11/3 through 11/14 2 weeks

Payroll Date: **12/30/2025**
Due at F.O.: 12/1/2025
Dates included: 11/17 through 11/28 2 weeks

Payroll Date: **1/15/2026**
Due at F.O.: 12/19/2025
Dates included: 12/1 through 12/26 4 weeks

Payroll Date: **1/30/2026**
Due at F.O.: 1/12/2026
Dates included: 12/29 through 1/9 2 weeks

Payroll Date: **2/13/2026**
Due at F.O.: 1/26/2026
Dates included: 1/12 through 1/23 2 weeks

Payroll Date: **2/27/2026**
Due at F.O.: 2/9/2026
Dates included: 1/26 through 2/6 2 weeks

Payroll Date: **3/13/2026**
Due at F.O.: 2/23/2026
Dates included: 2/9 through 2/20 2 weeks

Payroll Date: **3/30/2026**
Due at F.O.: 3/9/2026
Dates included: 2/23 through 3/6 2 weeks

Payroll Date: **4/15/2026**
Due at F.O.: 3/20/2026
Dates included: 3/9 through 3/27 3 weeks

Payroll Date: **4/30/2026**
Due at F.O.: 4/13/2026
Dates included: 3/30 through 4/10 2 weeks

Payroll Date: **5/15/2026**
Due at F.O.: 4/27/2026
Dates included: 4/13 through 4/24 2 weeks

Payroll Date: **5/29/2026**
Due at F.O.: 5/11/2026
Dates included: 4/27 through 5/8 2 weeks

Payroll Date: **6/15/2026**
Due at F.O.: 5/29/2026
Dates included: 5/11 through 5/29 3 weeks

Payroll Date: **6/30/2026**
Due at F.O.: 6/2/2026
Dates included: 6/1 through 6/30 4 weeks

Project time if applicable

6/17/26 & 6/18/26