

**PAYROLL DEADLINES FOR EXTRA PROGRAM PAY
AND SUBSTITUTE PAY
2025 - 2026 SCHOOL YEAR**

Prior to working any afterschool programs for hourly rate of pay or stipend, such as coaching or clubs, night school, training, summer school, etc. the program as well as employee must be Board approved. If either is not approved, delay in payment will occur until such time as approval is obtained.

Most programs are now handled in the time clock system. **All approvals must be completed by the morning of the below deadline date.**

Any paper timesheets must be reviewed and approved by the supervisor/administrator and must include their signatures. Failure to have required signatures will result in delay of payments.

<i>DEADLINE TO PAYROLL OFFICE:</i>		<i>FOR HOURS WORKED DURING PERIOD:</i>	<i>PAY DATE:</i>
SEPTEMBER	22	9/1/25 - 9/15/25	SEPTEMBER 30
OCTOBER	8	9/16/25 - 9/30/25	OCTOBER 15
OCTOBER	23	10/1/25 - 10/15/25	OCTOBER 30
NOVEMBER	11	10/16/25 - 10/31/25	NOVEMBER 14
NOVEMBER	21	11/1/25 - 11/15/25	NOVEMBER 26
DECEMBER	8	11/16/25 - 11/30/25	DECEMBER 15
DECEMBER	16	12/1/25- 12/9/25***	DECEMBER 23
JANUARY	9	12/10/25 - 12/31/25	JANUARY 15
JANUARY	23	1/1/26- 1/15/26	JANUARY 30
FEBRUARY	6	1/16/26 - 1/31/26	FEBRUARY 13
FEBRUARY	23	2/1/26 - 2/15/26	FEBRUARY 27
MARCH	6	2/16/26- 2/28/26	MARCH 13
MARCH	23	3/1/26 - 3/15/26	MARCH 30
MARCH	30	3/16/26 - 3/23/26***	APRIL 15
APRIL	23	3/24/26 - 4/15/26	APRIL 30
MAY	8	4/16/26 - 4/30/26	MAY 15
MAY	22	5/1/26 - 5/15/26	MAY 29
JUNE	8	5/16/26 - 5/31/26	JUNE 15
JUNE	23	6/1/26 - 6/15/26	JUNE 30

*****Please note shortened pay period submission due to recess.**

Time Clock/Timesheet submission deadline dates may be adjusted to accommodate holidays or emergency situations.