

STAFF PAYROLL SCHEDULE (2025-2026)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS DUE TO PAYROLL BY 9:00am	PAY DATE	HELPFUL INFO
DOCUMENTS/TIME CARDS DUE EARLY					
04/26/25 - 05/09/25	05/12/23	05/09/25	05/12/25	05/16/25	
05/10/25 - 05/23/25	05/09/25	05/23/25	05/26/25	05/30/25	
05/24/25 - 06/06/25	05/23/25	06/06/25	06/09/25	06/13/25	*Memorial Day May 27
06/07/25 - 06/20/25	06/06/25	06/20/25	06/23/25	06/27/25	*Juneteenth June 19
06/21/25 - 07/04/25	06/20/25	07/04/25	07/07/25	07/11/25	*Independence Day July 4
07/05/25 - 07/18/25	07/04/25	07/18/25	07/21/25	07/25/25	
07/19/25 - 08/01/25	07/18/25	08/01/25	08/04/25	08/08/25	
08/02/25 - 08/15/25	08/01/25	08/15/25	08/18/25	08/22/25	
08/16/25 - 08/29/25	08/15/25	08/29/25	09/01/25	09/05/25	
08/30/25 - 09/12/25	08/29/25	09/12/25	09/15/25	09/19/25	*Labor Day September 1
09/13/25 - 09/26/25	09/12/25	09/26/25	09/29/25	10/03/25	
09/27/25 - 10/10/25	09/26/25	10/10/25	10/13/25	10/17/25	
10/11/25 - 10/24/25	10/10/25	10/24/25	10/27/25	10/31/25	
10/25/25 - 11/07/25	10/24/25	11/07/25	11/10/25	11/14/25	
11/08/25 - 11/21/25	11/07/25	11/21/25	11/24/25	11/28/25	*Veterans Day November 11
11/22/25 - 12/05/25	11/21/25	12/06/24	12/06/24	12/12/25	*Thanksgiving November 27-28
12/06/25 - 12/19/25	12/05/25	12/19/25	12/22/25	12/26/25	
12/20/25 - 01/02/26	12/19/25	01/02/26	01/05/26	01/09/26	*Christmas Holiday December 24 & 25 *Winter Break December 26-31 *New Year January 1
01/03/26 - 01/16/26	01/02/26	01/16/26	01/19/26	01/23/26	
01/17/26 - 01/30/26	01/16/26	01/30/26	02/02/26	02/06/26	*Martin Luther King Day January 19
01/31/26 - 02/13/26	01/30/26	02/13/26	02/16/26	02/20/26	
02/14/26 - 02/27/26	02/13/26	02/27/26	03/02/26	03/06/26	
02/28/26 - 03/13/26	02/27/26	03/13/26	03/16/26	03/20/26	
03/14/26 - 03/27/26	03/13/26	03/27/26	03/30/26	04/03/26	
03/28/26 - 04/10/26	03/27/26	04/10/26	04/13/26	04/17/26	
04/11/26 - 04/24/26	04/10/26	04/24/26	04/27/26	05/01/26	
04/25/26 - 05/08/26	04/24/26	05/08/26	05/11/26	05/15/26	
05/09/26 - 05/22/26	05/08/26	05/22/26	05/25/26	05/29/26	
05/23/26 - 06/05/26	05/22/26	06/05/26	06/08/26	06/12/26	*Memorial Day May 25
06/06/26 - 06/19/26	06/05/26	06/19/26	06/22/26	06/26/26	*Juneteenth June 19
06/20/26 - 07/03/26	06/19/26	07/03/26	07/06/26	07/10/26	*Independence Day July 3
07/04/26 - 07/17/26	07/03/26	07/17/26	07/20/26	07/24/26	
07/18/26 - 07/31/26	07/17/26	07/31/26	08/03/26	08/07/26	
OBSERVED HOLIDAYS/BREAKS					
Memorial Day - May 27, 2025					
Juneteenth - June 19, 2025			Christmas Holiday - December 24 & 25, 2025		
Summer Break - July 1-3, 2025			Winter Break - December 26-31, 2025		
Independence Day - July 4, 2025			New Year - January 1, 2026		
			Martin Luther King Day - January 19, 2026		
Labor Day - September 1, 2025			Memorial Day - May 25, 2026		
Veterans Day - November 11, 2025			Juneteenth - June 19, 2026		
Thanksgiving - November 27-28, 2025			Independence Day - July 3, 2026		