

MONTHLY CLASSIFIED PAYROLL SCHEDULE

JULY – DECEMBER 2025

<u>PAYROLL PERIODS</u>	<u>TIME SHEET DUE IN PAYROLL DEPT</u>	<u>PRINT REPORTS</u>	<u>ISSUE DATE</u>
07/01 thru 07/31	Pink copy 07/15 White copy 07/31	07/01	07/25 08/08
08/01 thru 08/31	Pink copy 08/14 White copy 08/29	08/01	08/25 09/10
09/01 thru 09/30	Pink copy 09/15 White copy 09/30	09/02	09/25 10/10
10/01 thru 10/31	Pink copy 10/15 White copy 10/31	10/01	10/24 11/10
11/01 thru 11/30	Pink copy 11/14 White copy 11/26	11/03	*11/25 12/10
12/01 thru 12/31	Pink copy 12/12 * White copy 12/22	12/01	*12/23 01/09

* subject to change

TIME SHEETS ARE DUE IN THE PAYROLL OFFICE BY 12:00 NOON ON THE DESIGNATED DATE.

ADDITIONAL HOURS AND OVERTIME REPORTING: PLEASE SUBMIT TO PAYROLL ON THE LAST DAY OF EACH MONTH. The time sheet should reflect all overtime worked for the entire month.

PLEASE NOTE:

On pink copy of time sheet due prior to mid month, record all known absences for the entire month – especially those that would result in an employee's unpaid status (leaves, terminations, etc)

If reportable absences occur after the white time sheet has been submitted, please submit a corrected copy of the Time report on the first workday of the following month.

THANK YOU.