

MONTHLY CLASSIFIED PAYROLL SCHEDULE

JULY – DECEMBER 2026

<u>PAYROLL PERIODS</u>	<u>TIME SHEET DUE IN PAYROLL DEPT</u>	<u>PRINT REPORTS</u>	<u>ISSUE DATE</u>
07/01 through 07/31	Mid-month 07/15 Month-end 07/30	07/01	07/24 08/10
08/01 through 08/31	Mid-month 08/14 Month-end 08/31	08/03	08/25 09/10
09/01 through 09/30	Mid-month 09/15 Month-end 09/30	09/01	09/25 10/09
10/01 through 10/31	Mid-month 10/15 Month-end 10/29	10/01	10/23 11/10
11/01 through 11/30	Mid-month 11/13 Month-end 11/25	11/02	*11/25 12/10
12/01 through 12/31	Mid-month 12/15 * Month-end 12/22	12/01	*12/23 01/08

* 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 MID-MONTH AND MONTH-END DEADLINE. The time sheet should reflect all overtime worked for the reporting period.

PLEASE NOTE:

On mid-month (pink copy) 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 month-end (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.