

2026-2027 Monthly Time Sheet Deadlines and Pay Dates

Pay Period Dates				Timesheet Approved Deadline		Annualized Base Pay (Full Time Transporation Staff Only as of 9/10/25)			Employee Changes to W4 & Direct Deposit Deadline	HR New Hire & Pay Changes Deadline	PR Deadline
7/1/26		7/31/26		8/3/26	by 4:00pm	07/16/26	07/31/26		7/8/26	7/8/26	7/20/26
8/1/26		8/31/26		9/3/26	by 4:00pm	08/16/26	08/31/26		8/10/26	8/10/26	8/22/26
9/1/26		9/30/26		10/3/26	by 4:00pm	09/16/26	09/30/26		9/10/26	9/10/26	9/22/26
10/1/26		10/31/26		11/3/26	by 4:00pm	10/16/26	10/31/26		10/8/26	10/8/26	10/20/26
11/1/26		11/30/26		12/3/26	by 4:00pm	11/16/26	11/30/26		11/5/26	11/5/26	11/17/26
12/1/26		12/31/26		1/3/27	by 4:00pm	12/16/26	12/31/26		12/2/26	12/2/26	12/14/26
1/1/27		1/31/27		2/3/27	by 4:00pm	1/16/27	1/31/27		1/10/27	1/10/27	1/22/27
2/1/27		2/28/27		3/3/27	by 4:00pm	2/16/27	2/28/27		2/10/27	2/10/27	2/22/27
3/1/27		3/31/27		4/3/27	by 4:00pm	3/16/27	3/31/27		3/10/27	3/10/27	3/22/27
4/1/27		4/30/27		5/3/27	by 4:00pm	4/16/27	4/30/27		4/8/27	4/8/27	4/20/27
5/1/27		5/31/27		6/3/27	by 4:00pm	5/16/27	5/31/27		5/10/27	5/10/27	5/22/27
6/1/27		6/30/27		7/3/27	by 4:00pm	6/16/27	6/30/27		6/9/27	6/9/27	6/21/27
*Submit error-free Timesheets every Monday by 4pm											
Contact your admin assistant or supervisor for corrections to timesheets or absences											

Pay Date
7/23/26
8/25/26
9/25/26
10/23/26
11/20/26
12/17/26
1/25/27
2/25/27
3/25/27
4/23/27
5/25/27
6/24/27