

2026-2027 Semi-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	Pay Date
5/31/26	- 6/13/26	6/18/26	by 4:00pm	6/16/26	6/30/26	6/10/26	6/10/26	6/22/26	6/25/26
6/14/26	- 6/27/26	6/30/25	by 4:00pm	07/01/26	07/15/26	6/24/26	6/24/26	7/6/26	7/9/26
6/28/26	7/11/26	7/14/26	by 4:00pm	07/16/26	07/31/26	7/8/26	7/8/26	7/20/26	7/23/26
7/12/26	7/25/26	7/28/26	by 4:00pm	08/01/26	08/15/26	7/30/26	7/30/26	8/11/26	8/14/26
7/26/26	8/8/26	8/11/26	by 4:00pm	08/16/26	08/31/26	8/10/26	8/10/26	8/22/26	8/25/26
8/9/26	8/22/26	8/25/26	by 4:00pm	09/01/26	09/15/26	8/26/26	8/26/26	9/7/26	9/10/26
8/23/26	9/5/26	9/8/26	by 4:00pm	09/16/26	09/30/26	9/10/26	9/10/26	9/22/26	9/25/26
9/6/26	9/19/26	9/22/26	by 4:00pm	10/01/26	10/15/26	9/24/26	9/24/26	10/6/26	10/9/26
9/20/26	10/3/26	10/6/26	by 4:00pm	10/16/26	10/31/26	10/8/26	10/8/26	10/20/26	10/23/26
10/4/26	10/17/26	10/20/26	by 4:00pm	11/01/26	11/15/26	10/26/26	10/26/26	11/7/26	11/10/26
10/18/26	10/31/26	11/3/26	by 4:00pm	11/16/26	11/30/26	11/5/26	11/5/26	11/17/26	11/20/26
11/1/26	11/14/26	11/17/26	by 4:00pm	12/01/26	12/15/26	11/25/26	11/25/26	12/7/26	12/10/26
11/15/26	11/28/26	12/1/26	by 4:00pm	12/16/26	12/31/26	12/2/26	12/2/26	12/14/26	12/17/26
11/29/26	12/26/26	12/29/26	by 4:00pm	01/01/27	01/15/27	12/27/26	12/27/26	1/8/27	1/11/27
12/27/26	1/9/27	1/12/27	by 4:00pm	1/16/27	1/31/27	1/10/27	1/10/27	1/22/27	1/25/27
1/10/27	1/23/27	1/26/27	by 4:00pm	2/1/27	2/15/27	1/26/27	1/26/27	2/7/27	2/10/27
1/24/27	2/6/27	2/9/27	by 4:00pm	2/16/27	2/28/27	2/10/27	2/10/27	2/22/27	2/25/27
2/7/27	2/20/27	2/23/27	by 4:00pm	3/1/27	3/15/27	2/23/27	2/23/27	3/7/27	3/10/27
2/21/27	3/6/27	3/9/27	by 4:00pm	3/16/27	3/31/27	3/10/27	3/10/27	3/22/27	3/25/27
3/7/27	3/20/27	3/23/27	by 4:00pm	4/1/27	4/15/27	3/25/27	3/25/27	4/6/27	4/9/27
3/21/27	4/3/27	4/6/27	by 4:00pm	4/16/27	4/30/27	4/8/27	4/8/27	4/20/27	4/23/27
4/4/27	4/10/27	4/13/27	by 4:00pm	5/1/27	5/15/27	4/25/27	4/25/27	5/7/27	5/10/27
4/11/27	4/24/27	4/27/27	by 4:00pm	5/16/27	5/31/27	5/10/27	5/10/27	5/22/27	5/25/27
4/25/27	5/8/27	5/11/27	by 4:00pm	6/1/27	6/15/27	5/26/27	5/26/27	6/7/27	6/10/27
5/9/27	5/22/27	5/25/27	by 4:00pm	6/16/27	6/30/27	6/9/27	6/9/27	6/21/27	6/24/27
Submit error-free Timesheets every Monday						6/23/27	6/23/27	7/5/27	7/8/27
Contact your admin assistant or supervisor for corrections to timesheets or absences						7/7/27	7/7/27	7/19/27	7/22/27
						(Must be 7.5 work days to cover transp)			8/1/27
Do not enter absences for custodians who are out of leave (custodians only)									