**DATE RANGES AND DUE DATES FOR TIMESHEETS**

2025 – 2026 School Year

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| --- | --- | --- | --- |
| Date Due to Payroll | Date Range to List on Timesheet | Notes | Payroll Check Date |
| 07/02/25 | 06/02/25 – 06/29/25 | 4 week period | 07/25/25 – Accrual |
| 08/07/25 | 06/30/25 – 08/03/25 | 5 week period | 08/25/25 |
| 09/03/25 | 08/04/25 – 08/31/25 | 4 week period | 09/25/25 |
| 10/01/25 | 09/01/25 – 09/28/25 | 4 week period | 10/24/25 |
| 11/05/25 | 09/29/25 – 11/02/25 | 5 week period | 11/25/25 |
| 12/02/25 | 11/03/25 – 11/30/25 | 4 week period | 12/19/25 |
| 01/07/26 | 12/01/25– 01/04/26 | 5 week period | 01/23/26 |
| 02/04/26 | 01/05/26 – 02/01/26 | 4 week period | 02/25/26 |
| 03/04/26 | 02/02/26 – 03/01/26 | 4 week period | 03/25/26 |
| 04/01/26 | 03/02/26 – 03/29/26 | 4 week period | 04/24/26 |
| 05/06/26 | 03/30/26 – 05/03/26 | 5 week period | 05/22/26 |
| 06/10/26 | 05/04/26 – 06/07/26 | 5 week period | 06/25/26 |
| 07/08/26 | 06/08/26 – 07/05/26 | 4 week period | 07/24/26-Accrual |

**MONTHLY ABSENCES**

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| --- | --- | --- | --- |
| Date Due to Payroll | Date Range for the Absence Report | Notes | Payroll Check Date |
| 06/18/25 | 06/01/25 – 06/30/25 |  | 07/25/25 - Accrual |
| 06/25/25 | 06/01/25 – 06/30/25 | New/Changes/Remove | 07/25/25 - Accrual |
| 08/07/25 | 07/01/25 – 07/31/25 |  | 08/25/25 |
| 09/03/25 | 08/01/25 – 08/31/25 |  | 09/25/25 |
| 10/01/25 | 09/01/25 – 09/30/25 |  | 10/24/25 |
| 11/05/25 | 10/01/25 – 10/31/25 |  | 11/25/25 |
| 12/02/25 | 11/01/25 – 11/30/25 |  | 12/19/25 |
| 01/07/26 | 12/01/25 – 12/31/25 |  | 01/23/26 |
| 02/04/26 | 01/01/26 – 01/31/26 |  | 02/25/26 |
| 03/04/26 | 02/01/26 – 02/28/26 |  | 03/25/26 |
| 04/01/26 | 03/01/26 – 03/31/26 |  | 04/24/26 |
| 05/06/26 | 04/01/26 – 04/30/26 |  | 05/22/26 |
| 06/10/26 | 05/01/26 – 05/31/26 |  | 06/25/26 |
| TBD | 06/01/26 – 06/30/26 |  | 07/24/26-Accrual |