

CLASSIFIED PAYDAYS BASED ON WORK CALENDAR 2026-2027 School Year

ALL Classified/Confidential Employees

- Most receive 12 equal checks (in a full year). If hired after the start of the school year, might receive less checks the first year depending on hire date
- Payday is typically the 23rd day of each month. See the table below for the specific payday dates for this school year
 - For Direct Deposit – funds will be deposited into bank account on file on payday
 - For Physical Check – checks will be delivered to office of work site on payday

July Start Employees

- Typically Office Managers, Custodians, Maintenance, and Confidential employees receive one (1) check each month starting in July

August Start Employees

- Typically Secretaries receive one (1) check each month August – May. In June, receive two (2) checks

September Start Employees

- All Others: Instructional Assistants, Food Service, Bus Drivers, Media Assistants, etc. Receive one (1) check each month September – May. In June, receive three (3) checks*
* Those with a September payday start can elect the 10-check option. Written notice must be provided to the business office **before August 31.**

Paydays for 2026-2027 School Year

Payday Date	July Start Employees	August Start Employees	September Start Employees
Thursday, July 23, 2026	One (1) check	N/A	N/A
Thursday, August 20, 2026	One (1) check	One (1) check	N/A
Wednesday, September 23, 2026	One (1) check	One (1) check	One (1) check
Thursday, October 22, 2026	One (1) check	One (1) check	One (1) check
Monday, November 23, 2026	One (1) check	One (1) check	One (1) check
Thursday, December 17, 2026*	One (1) check	One (1) check	One (1) check
Thursday, January 21, 2027	One (1) check	One (1) check	One (1) check
Thursday, February 23, 2027	One (1) check	One (1) check	One (1) check
Thursday, March 18, 2027*	One (1) check	One (1) check	One (1) check
Thursday, April 22, 2027	One (1) check	One (1) check	One (1) check
Thursday, May 20, 2027	One (1) check	One (1) check	One (1) check
Wednesday, June 23, 2027	One (1) check	Two (2) checks	Three (3) checks

**Early payday due to holiday/vacation*

PAYROLL CUT-OFF DATES 2026-2027 School Year

Payroll cut-off dates are used to process payroll changes, pay extra hours worked and to post absences for leave balances. For these to be included in a paycheck, they must be submitted by the appropriate cut-off date (see table below).

Payroll Cut-Off Dates for 2026-2027 School Year

Cut Off Date	Payday
Thursday, July 9, 2026	Thursday, July 23, 2026
Sunday, August 9, 2026	Thursday, August 20, 2026
Wednesday, September 9, 2026	Wednesday, September 23, 2026
Friday, October 9, 2026	Thursday, October 22, 2026
Monday, November 9, 2026	Monday, November 23, 2026
Wednesday, December 9, 2026	Thursday, December 17, 2026*
Saturday, January 9, 2027	Thursday, January 21, 2027
Tuesday, February 9, 2027	Monday, February 23, 2027
Tuesday, March 9, 2027	Thursday, March 18, 2027*
Friday, April 9, 2027	Thursday, April 22, 2027
Sunday, May 9, 2027	Thursday, May 20, 2027
Friday, June 11, 2027	Wednesday, June 23, 2027

Items received after the payroll cut-off date will be processed on a case by case basis.

Working Extra Hours

All *approved* supplemental hours, overtime hours and/or substitute hours **must** be turned in by the cut-off date to be processed on the monthly payroll. See the table above for the cut-off day for each pay period.

Payroll Changes

All changes such as direct deposit, tax withholding, and other deductions, including health savings accounts and tax-sheltered annuities **must** be received by the payroll cut-off date to be processed on the month end payroll. See the table above for the cut-off day for each pay period.

Leave Balances

All leave will be posted through the payroll cut-off date for the current month-end payroll. See the table above for the cut-off day for each pay period. See your Frontline Absence Management Account “Absence Reason Balances” for real-time leave balances.