



# BULLETIN


**SUBJECT:** Payroll Deadlines 2025-26 **2025-26 NO. BS-7**

**TO:** Principals, Administrators, Office Managers and Administrative Support Staff

**DATE:** June 4, 2025

**PREPARED BY:** Shannon Esparza,  
Payroll Retirement  
Analyst, Payroll  
Operations

**DEPARTMENT:** Payroll Operations

**APPROVED:**   
Janea Marking,  
Chief Business and  
Operations Officer

**REVIEWED BY:** Cindy Tao,  
Assistant  
Superintendent,  
Business Services

The following are the 2025-2026 dates for paperwork due to Payroll Services for payroll deadlines:

<b>Payroll Pay Dates</b> <b>Mid-Month</b> <b>Month-End</b>	<b>Absence Reports</b> <b>(1<sup>st</sup>- End of Month)</b>	<b>Timesheets for</b> <b>Mid- Month Payroll</b>
July 15, 2025 July 31, 2025	07-07-25	07-24-25
August 15, 2025 August 29, 2025	08-07-25	08-25-25
September 15, 2025 September 30, 2025	09-04-25	09-25-25
October 15, 2025 October 31, 2025	10-07-25	10-23-25
November 14, 2025 November 25, 2025	11-07-25	11-21-25
December 15, 2025 December 19, 2025	12-05-25	12-15-25
January 15, 2026 January 21, 2026 January 30, 2026	01-07-26	01-23-26
February 13, 2026 February 27, 2026	02-06-26	02-25-26
March 13, 2026 March 31, 2026	03-06-26	03-25-26
April 15, 2026 April 30, 2026	04-07-26	04-24-26
May 15, 2026 May 29, 2026	05-07-26	05-22-26
June 15, 2026 June 30, 2026	06-05-26	06-25-26