

**Frontline File Bi Weekly Processing Schedule
Substitute Teachers and Substitute Teacher Assistants
Fiscal Year 2025/2026-PRELIMINARY**

Payroll Run #	Work Period		School Frontline Data Entry Deadline	Human Resources Frontline File Maint. Deadline-Noon	Date Payroll will Run	Pay Date
	Work Date Begins	Work Date Ends				
			(1)	(2)		
127/101	06/09/25	06/20/25	06/20/25	6/26/2025	06/30/25	07/03/25
102	06/23/25	07/04/25	07/04/25	7/10/2025	07/14/25	07/18/25
103	07/07/25	07/18/25	07/18/25	7/24/2025	07/28/25	08/01/25
104	07/21/25	08/01/25	08/01/25	8/7/2025	08/11/25	08/15/25
105	08/04/25	08/15/25	08/15/25	8/21/2025	08/25/25	08/29/25
106	08/18/25	08/29/25	08/29/25	9/4/2025	09/08/25	09/12/25
107	09/01/25	09/12/25	09/12/25	9/18/2025	09/22/25	09/26/25
108	09/15/25	09/26/25	09/26/25	10/2/2025	10/06/25	10/10/25
109	09/29/25	10/10/25	10/10/25	10/16/2025	10/20/25	10/24/25
110	10/13/25	10/24/25	10/24/25	10/30/2025	11/03/25	11/07/25
111	10/27/25	11/07/25	11/07/25	11/13/2025	11/17/25	11/21/25
112	11/10/25	11/21/25	11/21/25	11/26/2025	12/01/25	12/05/25
113	11/24/25	12/05/25	12/05/25	12/11/2025	12/15/25	12/19/25
114	12/08/25	12/19/25	12/19/25	12/25/2025	12/30/25	01/02/26
115	12/22/25	01/02/26	01/02/26	1/8/2026	01/12/26	01/16/26
116	01/05/26	01/16/26	01/16/26	1/22/2026	01/26/26	01/30/26
117	01/19/26	01/30/26	01/30/26	2/5/2026	02/09/26	02/13/26
118	02/02/26	02/13/26	02/13/26	2/19/2026	02/23/26	02/27/26
119	02/16/26	02/27/26	02/27/26	3/5/2026	03/09/26	03/13/26
120	03/02/26	03/13/26	03/13/26	3/19/2026	03/23/26	03/27/26
121	03/16/26	03/27/26	03/27/26	4/2/2026	04/06/26	04/10/26
122	03/30/26	04/10/26	04/10/26	4/16/2026	04/20/26	04/24/26
123	04/13/26	04/24/26	04/24/26	4/30/2026	05/04/26	05/08/26
124	04/27/26	05/08/26	05/08/26	5/14/2026	05/18/26	05/22/26
125	05/11/26	05/22/26	05/22/26	5/28/2026	06/01/26	06/05/26
126	05/25/26	06/05/26	06/05/26	6/11/2026	06/15/26	06/18/26
127/101	06/08/26	06/19/26	06/19/26	6/25/2026	06/29/26	07/02/26

(1) This is the deadline for work sites to reconcile all substitute transactions in Frontline for the beginning and end date for the payroll run.

(2) This is the deadline for HR to update the file from Frontline to Skyward Subtracking with all corrections. Budgeting reviews the file for account code errors. Payroll updates counters and Imports to Skyward PaC