

Payroll and Leave Reporting Periods

Check Dates for 2025/2026

10, 11 and 12 month Instructional/Administrative/Professional Staff

Salaried employees are paid 1/24th of their annual salary each check date

Regular Pay

Run Number	Work Period		Payroll Run Date	Pay Date
	Begin Date	End Date		
201	7/1	7/15	7/10	7/15
202	7/16	7/31	7/28	7/31
203	8/1	8/15	8/12	8/15
204	8/16	8/31	8/26	8/29
205	9/1	9/15	9/10	9/15
206	9/16	9/30	9/25	9/30
207	10/1	10/15	10/10	10/15
208	10/16	10/31	10/28	10/31
209	11/1	11/15	11/10*	11/14
210	11/16	11/30	11/21	11/26
211	12/1	12/15	12/10	12/15
212	12/16	12/31	12/19	12/24
213	1/1	1/15	1/12	1/15
214	1/16	1/31	1/27	1/30
215	2/1	2/15	2/10	2/13
216	2/16	2/28	2/24	2/27
217	3/1	3/15	3/10	3/13
218	3/16	3/31	3/26	3/31
219	4/1	4/15	4/10	4/15
220	4/16	4/30	4/27	4/30
221	5/1	5/15	5/12	5/15
222**	10 month only summer pay		5/19	5/22
223	5/16	5/31	5/26	5/29
224	6/1	6/15	6/10	6/15
225***	10 month only summer pay		6/23	6/26
226	6/16	6/30	6/25	6/30

Kronos timesheets must be approved by Monday at 2pm unless notified by Payroll of a change to the day and time.

It is important to approve UNPAID leave. Unapproved unpaid leave will not be imported to payroll and may result in an overpayment to the employee.

*Early run date due to Veteran's Day holiday.

** 10 month Instructional and Professional Contract Pay Only

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Extra Pay/Hourly Instructional/Dockage Reporting Periods

Check Dates for 2025/2026

10, 11 and 12 month Instructional/Administrative/Professional Staff

Run Number	Work Period		Final Import Date **	Payroll Run Date	Pay Date	Weeks Imported
	Begin Date	End Date				
201	6/16	6/29		7/10	7/15	2
202	6/30	7/13		7/28	7/31	2
203	7/14	7/27		8/12	8/15	2
204	7/28	8/10		8/26	8/29	2
205	8/11	8/24		9/10	9/15	2
206	8/25	9/7		9/25	9/30	2
207	9/8	9/21		10/10	10/15	2
208	9/22	10/5		10/28	10/31	2
209	10/6	10/19		11/10*	11/14	2
210***	10/20	11/9		11/21	11/26	3
211***	11/10	11/30		12/10	12/15	3
212	12/1	12/14		12/19	12/24	2
213***	12/15	1/4		1/12	1/15	3
214	1/5	1/18		1/27	1/30	2
215	1/19	2/1		2/10	2/13	2
216	2/2	2/15		2/24	2/27	2
217	2/16	3/1		3/10	3/13	2
218	3/2	3/15		3/26	3/31	2
219	3/16	3/29		4/10	4/15	2
220	3/30	4/12		4/27	4/30	2
221	4/13	4/26		5/12	5/15	
				5/19	5/22	
223***	4/27	5/17		5/26	5/29	3
224	5/18	5/31		6/10	6/15	2
226	6/1	6/14		6/25	6/30	2
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Extra pay includes extra duty, workshop pay, internal funds and any other approved extra compensation.

*The date Payroll will import the last week of the work period to Skyward worksheets

**Early run date due to Veteran's Day holiday.

*** 3 weeks to be imported from Kronos