

ALL NON-EXEMPT EMPLOYEES
REGULAR, TEMPORARY, & GA'S
PAYROLL SCHEDULE
2025-2026 FISCAL YEAR

	STARTING	ENDING	WEB TIME SHEETS DUE TO SUPERVISORS BY 10:00 A.M. ON	WEB TIME SHEETS DUE TO BE APPROVED BY 4:00 ON	Premiums	PAY DAY
			SCHEDULED DUE DATE	SCHEDULED DUE DATE	Deductions Coverage	
	DATE	DATE	SCHEDULED DUE DATE	SCHEDULED DUE DATE	Coverage Month	
BW13	1-Jun-25	14-Jun-25	16-Jun-25	16-Jun-25	July	20-Jun-25
BW14	15-Jun-25	28-Jun-25	30-Jun-25	30-Jun-25	August	3-Jul-25
BW15	29-Jun-25	12-Jul-25	14-Jul-25	14-Jul-25	August	18-Jul-25
BW16	13-Jul-25	26-Jul-25	28-Jul-25	28-Jul-25	September	1-Aug-25
BW17	27-Jul-25	9-Aug-25	11-Aug-25	11-Aug-25	September	15-Aug-25
BW18	10-Aug-25	23-Aug-25	25-Aug-25	25-Aug-25	None	29-Aug-25
BW19	24-Aug-25	6-Sep-25	8-Sep-25	8-Sep-25	October	12-Sep-25
BW20	7-Sep-25	20-Sep-25	22-Sep-25	22-Sep-25	October	26-Sep-25
BW21	21-Sep-25	4-Oct-25	6-Oct-25	6-Oct-25	November	10-Oct-25
BW22	5-Oct-25	18-Oct-25	20-Oct-25	20-Oct-25	November	24-Oct-25
BW23	19-Oct-25	1-Nov-25	3-Nov-25	3-Nov-25	December	7-Nov-25
BW24	2-Nov-25	15-Nov-25	17-Nov-25	17-Nov-25	December	21-Nov-25
BW25	16-Nov-25	29-Nov-25	1-Dec-25	1-Dec-25	January	5-Dec-25
BW26	30-Nov-25	13-Dec-25	15-Dec-25	15-Dec-25	January	19-Dec-25
BW1	14-Dec-25	27-Dec-25	29-Dec-25	29-Dec-25	February	2-Jan-26
BW2	28-Dec-25	10-Jan-26	12-Jan-26	12-Jan-26	February	16-Jan-26
BW3	11-Jan-26	24-Jan-26	26-Jan-26	26-Jan-26	None	30-Jan-26
BW4	25-Jan-26	7-Feb-26	9-Feb-26	9-Feb-26	March	13-Feb-26
BW5	8-Feb-26	21-Feb-26	23-Feb-26	23-Feb-26	March	27-Feb-26
BW6	22-Feb-26	7-Mar-26	9-Mar-26	9-Mar-26	April	13-Mar-26
BW7	8-Mar-26	21-Mar-26	23-Mar-26	23-Mar-26	April	27-Mar-26
BW8	22-Mar-26	4-Apr-26	6-Apr-26	6-Apr-26	May	10-Apr-26
BW9	5-Apr-26	18-Apr-26	20-Apr-26	20-Apr-26	May	24-Apr-26
BW10	19-Apr-26	2-May-26	4-May-26	4-May-26	June	8-May-26
BW11	3-May-26	16-May-26	18-May-26	18-May-26	June	22-May-26
BW12	17-May-26	30-May-26	1-Jun-26	1-Jun-26	July	5-Jun-26
BW13	31-May-26	13-Jun-26	15-Jun-26	15-Jun-26	July	19-Jun-26
BW14	14-Jun-26	27-Jun-26	29-Jun-26	29-Jun-26	August	3-Jul-26
BW15	28-Jun-26	11-Jul-26	13-Jul-26	13-Jul-26	August	17-Jul-26
BW16	12-Jul-26	25-Jul-26	27-Jul-26	27-Jul-26	None	31-Jul-26

All web time sheets are required to be submitted to supervisors by 10:00 a.m. on the due date scheduled.

All web timesheets are required to be approved by supervisors by 4:00 p.m. on the due date scheduled.

If a timesheet is submitted to Payroll after the scheduled due date the employee will be paid on the Wednesday following payday.

These scheduled due dates include signing of contracts, compliance of an 1-9, W-4 changes, and other required documents.

Non-Exempt Overtime compensation is paid according to each work week which starts on Sunday and ends on Saturday for a complete 7 day work week. Overtime is based on actual work over 40 hours per week.