

2025-2026 Classified Hourly Pay Calendar

Pay Period	Pay Period Begin Date	Pay Period End Date	Timesheets Due to Payroll Office	Pay Date
1	03/20/25	04/02/25	04/04/25	04/23/25
2	04/03/25	04/16/25	04/18/25	05/07/25
3	04/17/25	04/30/25	05/02/25	05/21/25
4	05/01/25	05/14/25	05/16/25	06/04/25
5	05/15/25	05/28/25	05/30/25	06/18/25
6	05/29/25	06/11/25	06/13/25	07/02/25
7	06/12/25	06/25/25	06/27/25	07/16/25
8	06/26/25	07/09/25	07/11/25	07/30/25
9	07/10/25	07/23/25	07/25/25	08/13/25
10	07/24/25	08/06/25	08/08/25	08/27/25
11	08/07/25	08/20/25	08/22/25	09/10/25
12	08/21/25	09/03/25	09/05/25	09/24/25
13	09/04/25	09/17/25	09/19/25	10/08/25
14	09/18/25	10/01/25	10/03/25	10/22/25
15	10/02/25	10/15/25	10/17/25	11/05/25
16	10/16/25	10/29/25	10/31/25	11/19/25
17	10/30/25	11/12/25	11/14/25	12/03/25
18	11/13/25	11/26/25	11/28/25	12/17/25
19	11/27/25	12/10/25	12/12/25	12/31/25
20	12/11/25	12/24/25	12/26/25	01/14/26
21	12/25/25	01/07/26	01/09/26	01/28/26
22	01/08/26	01/21/26	01/23/26	02/11/26
23	01/22/26	02/04/26	02/06/26	02/25/26
24	02/05/26	02/18/26	02/20/26	03/11/26
25	02/19/26	03/04/26	03/06/26	03/25/26
26	03/05/26	03/18/26	03/20/26	04/08/26

2025-2026 Pay Schedule - For Staff Appointed at an Hourly Rate

Temporary Classified Personnel appointed at an hourly rate of pay are required to submit timesheets to the Payroll Office on a bi-weekly basis via the online Time & Attendance System.

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **daily** using **hour**, **half-hour**, or **quarter-hour** units. A lunch break of at least one-half hour **must be taken and indicated on the timesheet** during any workday consisting of six or more hours.

Please forward all timesheets to your supervisor for approval.