

To: FULL TIME CLASSIFIED EMPLOYEES (WHITE AND BLUE COLLAR)

From: HUMAN RESOURCES DEPARTMENT

Date JULY 1, 2025

Re: PAYROLL SCHEDULE FOR JULY 1, 2025 – JUNE 30, 2026

Below is a schedule of pay dates, work periods and timesheet due dates for **Full time classified employees (White and Blue Collar)**. In order to avoid confusion and delay of payments, this schedule must be adhered to and strictly enforced. Timesheets not received on time will be processed for the following payday. **All employees mentioned above are responsible for their own record keeping. Always retain a copy of each timesheet submitted to Payroll.**

PAYDATES	WORK PERIOD	TIMESHEET TO PAYROLL
07/18/2025	06/22/2025 - 07/05/2025	07/07/2025
08/01/2025	07/06/2025 - 07/19/2025	07/21/2025
08/15/2025	07/20/2025 - 08/02/2025	08/04/2025
08/29/2025	08/03/2025 - 08/16/2025	08/18/2025
09/12/2025	08/17/2025 - 08/30/2025	09/02/2025
09/26/2025	08/31/2025 - 09/13/2025	09/15/2025
10/10/2025	09/14/2025 - 09/27/2025	09/29/2025
10/24/2025	09/28/2025 - 10/11/2025	10/14/2025
11/07/2025	10/12/2025 - 10/25/2025	10/27/2025
11/21/2025	10/26/2025 - 11/08/2025	11/10/2025
12/05/2025	11/09/2025 - 11/22/2025	11/24/2025
12/19/2025	11/23/2025 - 12/06/2025	12/08/2025
01/02/2026	12/07/2025 - 12/20/2025	12/22/2025
01/16/2026	12/21/2025 - 01/03/2026	01/05/2026
01/30/2026	01/04/2026 - 01/17/2026	01/20/2026
02/13/2026	01/18/2026 - 01/31/2026	02/02/2026
02/27/2026	02/01/2026 - 02/14/2026	02/17/2026
03/13/2026	02/15/2026 - 02/28/2026	03/02/2026
03/27/2026	03/01/2026 - 03/14/2026	03/16/2026
04/10/2026	03/15/2026 - 03/28/2026	03/30/2026
04/24/2026	03/29/2026 - 04/11/2026	04/13/2026
05/08/2026	04/12/2026 - 04/25/2026	04/27/2026
05/22/2026	04/26/2026 - 05/09/2026	05/11/2026
06/05/2026	05/10/2026 - 05/23/2026	05/26/2026
06/18/2026	05/24/2026 - 06/06/2026	06/08/2026
07/02/2026	06/07/2026 - 06/20/2026	06/22/2026