

Hourly Employees Time Card Schedule

The deadline for submitting time cards to the Payroll Department for the **2025-2026** school year is as follows:

MONTHS COVERED	FIRST DATE ON TIME CARD SUNDAY	LAST DATE ON TIME CARD SATURDAY	DUE IN PAYROLL DEPT. MONDAY BY NOON	LENGTH OF PAY PERIOD	PAYDAY	BCC Holidays
JULY	07/01 (Tues)	07/12	07/14	2 WEEKS	08/09/2025	Independence Day - 7/3/25 & 7/4/25
JULY/AUG	07/13	08/09	08/11	4 WEEKS	09/09/2025	
AUG/SEPT	08/10	09/06	09/08	4 WEEKS	10/09/2025	Labor Day - 9/1/25
SEPT/OCT	09/07	10/11	10/13	5 WEEKS	11/09/2025	
OCT/NOV	10/12	11/08	11/11	4 WEEKS	12/09/2025	
NOV/DEC	11/09	12/06	12/08	4 WEEKS	01/09/2026	Veteran's Day - 11/10/25 Thanksgiving - 11/27/25 – 11/28/25
DEC/JAN	12/07	01/10	01/12	5 WEEKS	02/09/2026	Winter Break - 12/24/25 – 1/4/26
JAN/FEB	01/11	02/07	02/09	4 WEEKS	03/09/2026	MLK - 1/19/26
FEB/MARCH	02/08	03/07	03/09	4 WEEKS	04/09/2026	President's Days - 2/13/26 & 2/16/26
MARCH/APRIL	03/08	04/11	04/13	5 WEEKS	05/09/2026	Spring Break - 3/20/26
APRIL/MAY	04/12	05/09	05/11	4 WEEKS	06/09/2026	
MAY/JUNE	05/10	06/06	06/08	4 WEEKS	07/09/2026	Memorial Day - 5/25/26
JUNE FINAL	06/07	06/30 (Tues)	07/01 (Wed)	3 WEEKS (24 days)	07/15/2026	Juneteenth - 6/18/26 & 06/19/26

These dates apply for **ALL HOURLY EMPLOYEES**, including Adjunct (part-time instructors), Substitutes, Temporary, Professional Experts, and Student Workers. Certificated part-time Instructors will be paid according to their letter of agreement. **ENSURE YOUR SUPERVISOR SIGNS YOUR TIME CARD.**

Any time cards not submitted to the Payroll Department by the cut-off date, by noon, **MAY NOT** be processed for payment on the 9th of the following month.

Time cards not submitted on time, cannot be paid on time.