

Certificated Hourly & Classified Hourly Employees Timesheet Schedule

The deadline for submitting timesheets to the Payroll Department for the 2026-2027 school year is outlined below:

MONTHS COVERED	PAY PERIOD DATES		DUE IN PAYROLL DEPARTMENT (MONDAY BY 12 PM)	PAY PERIOD LENGTH	PAY DATE	BCC HOLIDAYS
	BEGIN DATE (SUNDAY) FIRST DAY OF TIMESHEET	END DATE (SATURDAY) LAST DATE OF TIMESHEET				
JULY	07/01 (Wed)	07/11	07/13	11 DAYS	08/09/2026	Independence Day - 7/2/26 & 7/3/26
JULY/AUG	07/12	08/08	08/10	4 WEEKS	09/09/2026	
AUG/SEPT	08/09	09/05	09/08 (TUES)	4 WEEKS	10/09/2026	
SEPT/OCT	09/06	10/10	10/12	5 WEEKS	11/09/2026	Labor Day - 9/7/26
OCT/NOV	10/11	11/07	11/09	4 WEEKS	12/09/2026	
NOV/DEC	11/08	12/05	12/07	4 WEEKS	01/09/2027	Veteran's Day - 11/11/26 Thanksgiving - 11/26/26 – 11/27/26
DEC/JAN	12/06	01/09	01/11	5 WEEKS	02/09/2027	Winter Break - 12/24/26 – 1/1/27
JAN/FEB	01/10	02/06	02/08	4 WEEKS	03/09/2027	MLK - 1/18/27
FEB/MARCH	02/07	03/06	03/08	4 WEEKS	04/09/2027	President's Days - 2/12/27 & 2/15/27
MARCH/APRIL	03/07	04/10	04/12	5 WEEKS	05/09/2027	Spring Break - 3/19/27
APRIL/MAY	04/11	05/08	05/10	4 WEEKS	06/09/2027	
MAY/JUNE	05/09	06/05	06/07	4 WEEKS	07/09/2027	Memorial Day - 5/31/27
JUNE FINAL	06/06	06/30 (Wed)	07/01 (THURS 9 am)	25 DAYS	07/15/2027	Juneteenth - 6/17/27 & 06/18/27

These dates apply to **ALL HOURLY EMPLOYEES** who are required to complete and submit timesheets, including:
 Certificated Hourly Non-Instructional employees, Substitutes, Temporary, Professional Experts, and Student Workers.
 Certificated Hourly employees will be paid in accordance with the terms outlined in their contract or temporary agreement.

Please ensure your timesheet is reviewed and signed by your supervisor and submitted on time to the Payroll Department for processing.

Timesheets received after the deadline **MAY NOT** be processed in time for payment on the 9th of the following month.

Late timesheets may result in delayed payment. Timesheets submitted after the payroll has closed (locked) will not be processed until the next scheduled pay date.