



CLAY COUNTY DISTRICT SCHOOLS 2025 - 2026 PAYROLL CALENDAR PAYROLL MASTER CALENDAR DATES

| # Checks | Remaining Checks | PAY DATE | PAY PERIOD | BEGIN DATE | END DATE | EMPLOYEE SUBMIT TIMESHEET | ADMINISTRATORS MUST SUBMIT TIMECARDS AND CERTIFICATIONS BY 4:00 PM | PAYROLL MERGE 9:00 AM | HR FINAL KEY 3:00PM | BN FINAL KEY 4:00PM | PAYROLL PROCESS | PAYROLL / VENDOR CHECKS ISSUED |
|---|------------------|------------|------------|------------|------------|---|--|-----------------------|---------------------|---------------------|-----------------|--------------------------------|
| SUMMER/CLOSEOUT | | 7/10/2025 | 2501122 | 6/1/2025 | 6/30/2025 | 6/25/2025 | 6/26/2025 | 6/30/2025 | 6/26/2025 | | 7/7/2025 | 7/8/2025 |
| 1 | 24 | 7/15/2025 | 2501130 | 7/1/2025 | 7/7/2025 | 7/2/2025 | 7/7/2025 | 7/8/2025 | 7/7/2025 | | 7/9/2025 | 7/10/2025 |
| 2 | 23 | 7/31/2025 | 2501140 | 7/8/2025 | 7/15/2025 | 7/14/2025 | 7/16/2025 | 7/17/2025 | 7/16/2025 | | 7/28/2025 | 7/29/2025 |
| 3 | 22 | 8/15/2025 | 2501150 | 7/16/2025 | 8/2/2025 | 8/1/2025 | 8/5/2025 | 8/6/2025 | 8/5/2025 | | 8/12/2025 | 8/13/2025 |
| 4 | 21 | 8/29/2025 | 2501160 | 8/3/2025 | 8/16/2025 | 8/15/2025 | 8/19/2025 | 8/20/2025 | 8/19/2025 | | 8/26/2025 | 8/27/2025 |
| 5 | 20 | 9/15/2025 | 2501170 | 8/17/2025 | 8/30/2025 | 8/29/2025 | 9/3/2025 | 9/4/2025 | 9/3/2025 | 9/5/2025 | 9/10/2025 | 9/11/2025 |
| 6 | 19 | 9/30/2025 | 2501180 | 8/31/2025 | 9/13/2025 | 9/12/2025 | 9/16/2025 | 9/17/2025 | 9/16/2025 | 9/18/2025 | 9/25/2025 | 9/26/2025 |
| 7 | 18 | 10/15/2025 | 2501190 | 9/14/2025 | 9/27/2025 | 9/26/2025 | 9/30/2025 | 10/1/2025 | 9/30/2025 | 10/2/2025 | 10/10/2025 | 10/13/2025 |
| 8 | 17 | 10/31/2025 | 2501200 | 9/28/2025 | 10/18/2025 | 10/17/2025 | 10/21/2025 | 10/22/2025 | 10/21/2025 | 10/23/2025 | 10/28/2025 | 10/29/2025 |
| 9 | 16 | 11/14/2025 | 2501210 | 10/19/2025 | 11/1/2025 | 10/31/2025 | 11/3/2025 | 11/4/2025 | 11/3/2025 | 11/5/2025 | 11/10/2025 | 11/12/2025 |
| 10 | 15 | 11/28/2025 | 2501220 | 11/2/2025 | 11/15/2025 | 11/14/2025 | 11/17/2025 | 11/18/2025 | 11/17/2025 | 11/19/2025 | 11/24/2025 | 11/25/2025 |
| 11 | 14 | 12/15/2025 | 2501230 | 11/16/2025 | 11/29/2025 | 11/21/2025 | 12/2/2025 | 12/3/2025 | 12/2/2025 | 12/4/2025 | 12/10/2025 | 12/11/2025 |
| 12 | 13 | 12/31/2025 | 2501240 | 11/30/2025 | 12/13/2025 | 12/12/2025 | 12/15/2025 | 12/16/2025 | 12/15/2025 | 12/16/2025 | 12/18/2025 | 12/19/2025 |
| 13 | 12 | 1/15/2026 | 2601010 | 12/14/2025 | 12/31/2025 | 12/19/2025 | 1/5/2026 | 1/6/2026 | 1/5/2026 | 1/7/2026 | 1/12/2026 | 1/13/2026 |
| 14 | 11 | 1/30/2026 | 2601020 | 1/1/2026 | 1/17/2026 | 1/16/2026 | 1/20/2026 | 1/21/2026 | 1/20/2026 | 1/22/2026 | 1/27/2026 | 1/28/2026 |
| 15 | 10 | 2/13/2026 | 2601030 | 1/18/2026 | 1/31/2026 | 1/30/2026 | 2/3/2026 | 2/4/2026 | 2/3/2026 | 2/5/2026 | 2/10/2026 | 2/11/2026 |
| 16 | 9 | 2/27/2026 | 2601040 | 2/1/2026 | 2/14/2026 | 2/13/2026 | 2/17/2026 | 2/18/2026 | 2/17/2026 | 2/19/2026 | 2/24/2026 | 2/25/2026 |
| 17 | 8 | 3/13/2026 | 2601050 | 2/15/2026 | 2/28/2026 | 2/27/2026 | 3/3/2026 | 3/4/2026 | 3/3/2026 | 3/5/2026 | 3/10/2026 | 3/11/2026 |
| 18 | 7 | 3/31/2026 | 2601060 | 3/1/2026 | 3/14/2026 | 3/13/2026 | 3/17/2026 | 3/18/2026 | 3/17/2026 | 3/19/2026 | 3/26/2026 | 3/27/2026 |
| 19 | 6 | 4/15/2026 | 2601070 | 3/15/2026 | 3/28/2026 | 3/27/2026 | 3/31/2026 | 4/1/2026 | 3/31/2026 | 4/2/2026 | 4/8/2026 | 4/9/2026 |
| 20 | 5 | 4/30/2026 | 2601080 | 3/29/2026 | 4/18/2026 | 4/17/2026 | 4/20/2026 | 4/21/2026 | 4/20/2026 | 4/22/2026 | 4/27/2026 | 4/28/2026 |
| 21 | 4 | 5/15/2026 | 2601090 | 4/19/2026 | 5/2/2026 | 5/1/2026 | 5/5/2026 | 5/6/2026 | 5/5/2026 | 5/7/2026 | 5/12/2026 | 5/13/2026 |
| 22 | 3 | 5/29/2026 | 2601100 | 5/3/2026 | 5/16/2026 | 5/15/2026 | 5/18/2026 | 5/19/2026 | 5/18/2026 | 5/20/2026 | 5/26/2026 | 5/27/2026 |
| 10 month (3) INST Summer Checks / 10 month FYCA (2) INST Summer checks | | | | | | | | | | | | |
| 23 | 2 | 6/15/2026 | 2601110 | 5/17/2026 | 5/23/2026 | 5/22/2026 | 5/27/2026 | 5/28/2026 | 5/27/2026 | 5/29/2026 | 6/10/2026 | 6/11/2026 |
| 24 | 1 | 6/30/2026 | 2601120 | 5/24/2026 | 6/30/2026 | 12-Month 6/11/2026 All Others Last Work Day | 6/16/2026 | 6/17/2026 | 6/16/2026 | 6/18/2026 | 6/24/2026 | 6/25/2026 |
| 11 month (2) INST Summer Checks | | | | | | | | | | | | |