



TIMESHEET CHECK LIST

- ✓ When starting a new month, please use a new time sheet. Please remember to use the color coded timesheets (**BLUE – Contracted** and **GREEN –Non-Contracted**)
- ✓ Special funded time sheets need to **FIRST** be routed to the appropriate departments (such as Categorical, Special Education) and are due to those departments the 1st business day of the month
- ✓ All time sheets must be signed by the EMPLOYEE and the SUPERVISOR. Time sheets should be submitted by the site/dept Admin. Asst or Administrator **ONLY**

OTHER UPDATES: Withholding Status, Direct Deposit, and Voluntary Deduction changes should be COMPLETED between the 1st and 15th of the month for the change to take effect on the current month

Below is the pay schedule for the 2025-2026 school year:

Timesheet Periods	Due In Payroll	Pay Date
July 1 – 31, 2025	August 5, 2025	August 29, 2025
August 1 – 31, 2025	September 5, 2025	September 30, 2025
September 1 – 30, 2025	October 6, 2025	October 31, 2025
October 1 – 31, 2025	November 5, 2025	November 25, 2025
November 1 – 30, 2025	December 5, 2025 (December is a short month)	December 30, 2025
December 1 – 31, 2025	January 5, 2026	January 30, 2026
January 1 – 31, 2026	February 5, 2026	February 27, 2026
February 1 – 28, 2026	March 5, 2026	March 31, 2026
March 1 – 31, 2026	April 6, 2026	April 30, 2026
April 1 – 30, 2026	May 5, 2026	May 29, 2026
May 1 – 31, 2026	June 5, 2026	June 30, 2026
June 1-5, 2026	June 9, 2026	June 30, 2026
June 6 – 30, 2026 Additional time and Summer School up to 6/30/26	July 6, 2026	*To Be Determined No later than 7/31/2026

*Our **June 2026** time sheet period **may** be processed sooner than July 31, 2026 due to our year-end current liability process.

**If you have any questions, please contact the
Payroll Department at 559-675-4500 or payroll@maderausd.org**