



2025-26 TIME CARD & PAYDAY SCHEDULE July 2025 - June 2026

REGULAR TIME AND ATTENDANCE REPORTING

All leaves for regular employees are to be recorded and submitted DAILY in HELIOS.

Payroll #	Regular Pay Period	HELIOS LOCK DATE - 4:00pm	Pay Date
1M	07/01 - 07/31	8/1/25	07/31/25
2M	08/01 - 08/31	9/2/25	08/29/25
3M	09/01 - 09/30	10/2/25	09/30/25
4M	10/01 - 10/31	10/31/25	10/31/25
5M	11/01 - 11/30	12/1/25	11/26/25
6M	12/01 - 12/31	1/2/26	12/29/25
6S*	12/01 - 12/31	1/2/26	01/02/26
7M	01/01 - 01/31	1/30/26	01/30/26
8M	02/01 - 02/28	3/2/26	02/27/26
9M	03/01 - 03/31	4/2/26	03/31/26
10M	04/01 - 04/30	5/1/26	04/30/26
11M	05/01 - 05/31	6/2/26	05/29/26
12M	06/01 - 06/30	7/1/26	06/30/26

*6S is required for all Certificated Staff regular pay for the month of December due to County requirements.

EXTRA DUTY REPORTING

Payroll #	Extra Duty Pay Period	HELIOS LOCK DATE - 4:00pm	Pay Date
2M	07/01 - 07/31	8/1/25	08/29/25
3M	08/01 - 08/31	9/2/25	09/30/25
4M	09/01 - 09/30	10/2/25	10/31/25
5M	10/01 - 10/31	10/31/25	11/26/25
6M	11/01 - 11/30	12/1/25	12/29/25
6S*	11/01 - 11/30	12/1/25	01/02/26
7M	12/01 - 12/31	1/2/26	01/30/26
8M	01/01 - 01/31	1/30/26	02/27/26
9M	02/01 - 02/28	3/2/26	03/31/26
10M	03/01 - 03/31	4/2/26	04/30/26
11M	04/01 - 04/30	5/1/26	05/29/26
12M	05/01 - 05/31	6/2/26	06/30/26
12P**	06/01 - 06/30	7/1/26	TBD

*6S is required for all Certificated Staff regular pay for the month of December due to County requirements.

**12P is an out of cycle payroll ("POD") and pay date set by RCOE in May each year for the following July.

COACHING STIPEND SCHEDULE

Payroll #	Coaching Season Dates	HELIOS ENTRY PERIOD	SUB TIMECARD DUE DATE	Coaching Stipend Pay Date
2A	Summer; 6/2-8/1		08/01/25	08/20/25
2M	Summer; 6/2-8/1	7/2/25 - 8/1/25		08/29/25
6A	Fall; 8/9-11/7		12/01/25	12/19/25
6M	Fall; 8/9-11/7	11/1/25 - 12/1/25		12/29/25
6S	Fall; 8/9-11/7	11/1/25 - 12/1/25		01/02/26
9A	Winter; 11/10-2/4		2/27/26	03/20/26
9M	Winter; 11/10-2/4	2/1/25 - 3/2/26		03/31/26
12A	Spring; 2/9-5/9		5/29/26	06/18/26
12M	Spring; 2/9-5/9	5/2/26 - 6/2/26		06/30/26

SUBSTITUTE EMPLOYEES

Time cards must be received in Fiscal Services by 4:00pm on the due date

Payroll #	Work & Pay Period	TIMECARD DUE DATE	Pay Date
2A	07/01 - 07/31	08/01/25	08/20/25
3A	08/01 - 08/31	08/29/25	09/19/25
4A	09/01 - 09/30	10/01/25	10/20/25
5A	10/01 - 10/31	10/31/25	11/20/25
6A	11/01 - 11/30	12/01/25	12/19/25
7A	12/01 - 12/31	12/29/25	01/20/26
8A	01/01 - 01/31	01/30/26	02/20/26
9A	02/01 - 02/28	02/27/26	03/20/26
10A	03/01 - 03/31	04/01/26	04/20/26
11A	04/01 - 04/30	05/01/26	05/20/26
12A	05/01 - 05/31	05/29/26	06/18/26
12P*	06/01 - 06/30	07/01/26	TBD

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Revised 6/10/25