



2026-27 TIME CARD & PAYDAY SCHEDULE July 2026 - June 2027

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	8/3/26	07/31/26
2M	08/01 - 08/31	9/1/26	08/31/26
3M	09/01 - 09/30	10/1/26	09/30/26
4M	10/01 - 10/31	11/2/26	10/30/26
5M	11/01 - 11/30	12/1/26	11/30/26
6M	12/01 - 12/31	1/4/27	12/30/26
6S*	12/01 - 12/31	1/4/27	01/04/27
7M	01/01 - 01/31	2/1/27	01/29/27
8M	02/01 - 02/28	3/1/27	02/26/27
9M	03/01 - 03/31	4/1/27	03/31/27
10M	04/01 - 04/30	5/3/27	04/30/27
11M	05/01 - 05/31	6/1/27	05/28/27
12M	06/01 - 06/30	7/1/27	06/30/27

*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	8/3/26	08/31/26
3M	08/01 - 08/31	9/1/26	09/30/26
4M	09/01 - 09/30	10/1/26	10/30/26
5M	10/01 - 10/31	11/2/26	11/30/26
6M	11/01 - 11/30	12/1/26	12/30/26
6S*	11/01 - 11/30	1/4/27	01/04/27
7M	12/01 - 12/31	1/4/27	01/29/27
8M	01/01 - 01/31	2/1/27	02/26/27
9M	02/01 - 02/28	3/1/27	03/31/27
10M	03/01 - 03/31	4/1/27	04/30/27
11M	04/01 - 04/30	5/3/27	05/28/27
12M	05/01 - 05/31	6/1/27	06/30/27
12P**	06/01 - 06/30	7/1/27	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		07/31/26	08/20/26
2M	Summer; 6/2-8/1	7/2/26-8/3/26		08/31/26
6A	Fall; 8/9-11/7		11/30/26	12/18/26
6M	Fall; 8/9-11/7	11/1/26 - 12/1/26		12/30/26
6S	Fall; 8/9-11/7	11/1/26 - 12/1/26		01/04/27
9A	Winter; 11/10-2/4		2/26/27	03/19/27
9M	Winter; 11/10-2/4	2/2/27 - 3/2/27		03/31/27
12A	Spring; 2/9-5/9		5/28/27	06/17/27
12M	Spring; 2/9-5/9	5/4/27 - 6/2/27		06/30/27

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	07/31/26	08/20/26
3A	08/01 - 08/31	08/31/26	09/18/26
4A	09/01 - 09/30	09/30/26	10/20/26
5A	10/01 - 10/31	10/30/26	11/20/26
6A	11/01 - 11/30	11/30/26	12/18/26
7A	12/01 - 12/31	12/30/26	01/20/27
8A	01/01 - 01/31	01/29/27	02/19/27
9A	02/01 - 02/28	02/26/27	03/19/27
10A	03/01 - 03/31	03/31/27	04/20/27
11A	04/01 - 04/30	04/30/27	05/20/27
12A	05/01 - 05/31	05/28/27	06/17/27
12P*	06/01 - 06/30	07/01/27	TBD

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