



2025-2026  
MONTHLY PAYROLL DATES AND REPORTING PERIODS  
PROFESSIONAL / PARAPROFESSIONAL &  
SUBSTITUTE STAFF



TIME OFF REQUEST AND TIMESHEETS ARE TO BE SUBMITTED AND APPROVED EACH THURSDAY TO BE INCLUDED INTO SELECED PAYROLL.

September						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
SEPTEMBER 15, 2025						
DAYS INCLUDED: AUGUST 4, 2025 - AUGUST 31, 2025						

October						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
OCTOBER 15, 2025						
DAYS INCLUDED: SEPTEMBER 1, 2025 - OCTOBER 5, 2025						

November						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
NOVEMBER 14, 2025						
DAYS INCLUDED: OCTOBER 6, 2025 - NOVEMBER 2, 2025						

December						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
DECEMBER 15, 2025						
DAYS INCLUDED: NOVEMBER 3, 2025 - NOVEMBER 30, 2025						

January						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
JANUARY 15, 2026						
DAYS INCLUDED: DECEMBER 1, 2025 - DECEMBER 28, 2025						

February						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
FEBRUARY 13, 2026						
DAYS INCLUDED: DECEMBER 29, 2025 - FEBRUARY 1, 2026						

March						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
MARCH 13, 2026						
DAYS INCLUDED: FEBRUARY 2, 2026 - March 1, 2026						

April						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
APRIL 15, 2026						
DAYS INCLUDED: MARCH 2, 2026 - MARCH 29, 2026						

May						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
MAY 15, 2026						
DAYS INCLUDED: MARCH 30, 2026 - APRIL 26, 2026						

June						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
JUNE 15, 2026						
DAYS INCLUDED: APRIL 27, 2026 - MAY 31, 2026						

July						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
JULY 15, 2026						
DAYS INCLUDED: JUNE 1, 2026 - JUNE 28, 2026						

August						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
AUGUST 14, 2026						
DAYS INCLUDED: JUNE 29, 2026 - JULY 26, 2026						



2025-2026 SEMI-MONTHLY  
PAYROLL DATES AND REPORTING PERIODS AUXILIARY STAFF  
AND SUPPLEMENTAL PAY (INFORMED K-12 FORMS)



TIME OFF REQUEST AND TIMESHEETS ARE TO BE SUBMITTED AND APPROVED EACH THURSDAY TO BE INCLUDED INTO SELECED PAYROLL.

September						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
SEPTEMBER 5, 2025						
DAYS INCLUDED: AUGUST 4, 2025 - AUGUST 24, 2025						
SEPTEMBER 19, 2025						
DAYS INCLUDED: AUGUST 25, 2025 - SEPTEMBER 7, 2025						

October						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
OCTOBER 3, 2025						
DAYS INCLUDED: SEPTEMBER 8, 2025 - SEPTEMBER 21, 2025						
OCTOBER 20, 2025						
DAYS INCLUDED: SEPTEMBER 22, 2025 - OCTOBER 5, 2025						

November						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
NOVEMBER 5, 2025						
DAYS INCLUDED: OCTOBER 6, 2025 - OCTOBER 19, 2025						
NOVEMBER 20, 2025						
DAYS INCLUDED: OCTOBER 20, 2025 - NOVEMBER 2, 2025						

December						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
DECEMBER 5, 2025						
DAYS INCLUDED: NOVEMBER 3, 2025 - NOVEMBER 16, 2025						
DECEMBER 18, 2025						
DAYS INCLUDED: NOVEMBER 17, 2025-DECEMBER 7, 2025						

January						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
JANUARY 5, 2026						
ANNUALIZED						
JANUARY 20, 2026						
DAYS INCLUDED: DECEMBER 8, 2025 - DECEMBER 28, 2025						

February						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
FEBRUARY 5, 2026						
DAYS INCLUDED: DECEMBER 29, 2025 - JANUARY 18, 2026						
FEBRUARY 20, 2026						
DAYS INCLUDED: JANUARY 19, 2026 - FEBRUARY 8, 2026						

March						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
MARCH 5, 2026						
DAYS INCLUDED: FEBRUARY 9, 2026 - FEBRUARY 22, 2026						
MARCH 20, 2026						
DAYS INCLUDED: FEBRUARY 23, 2026 -MARCH 8, 2026						

April						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
APRIL 2, 2026						
DAYS INCLUDED: MARCH 9, 2026 - MARCH 22, 2026						
APRIL 20, 2026						
DAYS INCLUDED: MARCH 23, 2026 - APRIL 5, 2026						

May						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
MAY 5, 2026						
DAYS INCLUDED: APRIL 6, 2026 - APRIL 26, 2026						
MAY 20, 2026						
DAYS INCLUDED: APRIL 27, 2026 - MAY 10, 2026						

June						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
JUNE 5, 2026						
DAYS INCLUDED: MAY 11, 2026 - MAY 24, 2026						
JUNE 18, 2026						
DAYS INCLUDED: MAY 25, 2026 - JUNE 14, 2026						

July						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
JULY 2, 2026						
ANNUALIZED						
JULY 20, 2026						
DAYS INCLUDED: JUNE 15, 2026 - JULY 5, 2026						

August						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
AUGUST 5, 2026						
DAYS INCLUDED: JULY 6, 2026 - JULY 19, 2026						
AUGUST 20, 2026						
DAYS INCLUDED: JULY 20, 2026 - AUGUST 2, 2026						

# SKYWARD - TIME OFF DETAILED TRANSACTIONS

Principals and secretaries can now view the monthly time off calendar for staff in their organizational chart.

- Skyward Employee Access
- Employee Information
- Calendar - (if you wish to change settings, Calendar Options)

**Set Calendar Display Options**

Calendar Display Options

- Display Calendar Events
- Display Calendar Events Details Below Calendar
- Display My Time Off Entries
- Display My Employees Time Off
  - Only Employees That Report Directly to Me
  - All Employees Under Me
- Display Time Off of Employees I Oversee
- Display Time Off Names using Last Name/First Initial instead of default First Name/Last Initial
- Display Selected Employee Management Calendar
  - Display Employee Management Calendar Details Below Calendar
  - Select an Employee Management Plan
  - The Plan must be selected first
  - Calendar Description (Position / Assignment / Building)

Employees in RED indicate that the time off request has not been approved.

ntly Being Displayed [Calendar Options](#) [Print Calendar](#)

**October 2025**

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14 JacquelineA(7h 30m)	15 JacquelineA(7h 30m)	16 JacquelineA(7h 30m)*	17
20	21	22	23	24
27	28	29	30	31

We have also set up a report that you can view, the Time Off Detail Transaction Report



**Detail Transaction Report**

Template Settings

\* Template Description:

Share with other users in the district

Print Greenbar

Report Format:  Detail  Summary  Group

Report Sequence:  Regular  Building  Building/Page Break

Date Option:  Use Today's Date  Use Date Range  through

Note: All report options will print transactions that fall within the date range specified above. Beginning balance will be a summary of the transactions prior to the specified low date.

Print all employee/code information - prints beginning balance

Print only employee/codes that have transactions within the date range

Print beginning balance

Select Employee/Codes Exceeding Specified Units Used

Do not select based on units

Selection based only on hours used

Selection based only on days used

Include only Employee/Time Off codes with a negative balance

Include Long-Term Disability Leave Type Time Off Transaction Entries

Include  Exclude  Report Only LTD

Include FMLA Leave Type Time Off Transaction Entries

Include  Exclude  Report Only FMLA

Only print people with FMLA amounts over  hours

Convert FMLA days to hours

Page Break by Employee

Print "Grand Total Hours" and/or "Grand Total Days"

Print time off code totals broken down by group at the end of the report

\* Selection Parameters:

# ENTERING TIME OFF LONG-TERM LEAVE



Employee meets with  
Human Resources



HR then notifies Payroll, so they can enter all time off in Skyward, in the following order:

- Comp Time (If any)
- Local
- State
- Vacation (260 Employees)
- 20-Day Extended Leave (if employee meets criteria with HR)
- Sick Leave Pool (if employee meets criteria with HR)



After time off has been entered, the campus Secretary is to enter time off in Frontline as long-term leave for the employee, so it can match the time off transaction detail report.



The Payroll Department will calculate any dock amount from employees receiving the 20-Day Extended Leave (at the appropriate substitute rate on page 33, in the compensation handbook), and will email the employee their calculations and the dates they will be docked.

