

FY-25-26

	July							August							
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
Pay Date - 7/15 & 7/31			1	2	3	4	5						1	2	Pay Date - 8/15 & 8/29
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
Payroll Locked - 7/2 & 7/18	13	14	15	16	17	18	19	10	11	12	13	14	15	16	Payroll Locked - 8/5 & 8/19
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
Pay Commit 7/8 & 7/28	27	28	29	30	31			24	25	26	27	28	29	30	Pay Commit 8/12 & 8/26
Quarterly Adj 7/10								31							

		September							October								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
Pay Date - 9/15 & 9/30			1	2	3	4	5	6			1	2	3	4	Pay Date - 10/15 & 10/31		
Payroll Locked - 9/3 & 9/18		7	8	9	10	11	12	13	5	6	7	8	9	10	11	Payroll Locked - 10/2 & 10/20	
		14	15	16	17	18	19	20	12	13	14	15	16	17	18		
		21	22	23	24	25	26	27	19	20	21	22	23	24	25		
Pay Commit 9/10 & 9/25		28	29	30					26	27	28	29	30	31		Pay Commit 10/7 & 10/28	
																Quarterly Adj 10/9	

	November							December							
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
Pay Date - 11/14 & 11/28							1		1	2	3	4	5	6	Pay Date - 12/15 & 12/31
	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
Payroll Locked - 11/3 & 11/17	9	10	11	12	13	14	15	14	15	16	17	18	19	20	Payroll Locked - 12/3 & 12/16
	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
Pay Commit 11/7 & 11/21	23	24	25	26	27	28	29	28	29	30	31				Pay Commit 12/10 & 12/19
Reroute Miami Checks to R9	30														Reroute Miami Checks to R9; Must commit 12/19 so we do not have to reroute checks for Camden & TEAM

		January							February								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
Pay Date 1/15 & 1/30																Pay Date 2/13 & 2/27	
		4	5	6	7	8	9	10	1	2	3	4	5	6	7		
Lock Payroll 1/5 -6pm deadline & 1/20		11	12	13	14	15	16	17	8	9	10	11	12	13	14	Lock Payroll 2/4 & 2/13 - 6pm lock for TEAM & KCNA due to winter break	
		18	19	20	21	22	23	24	15	16	17	18	19	20	21		
Pay Commit 1/9 & 1/27		25	26	27	28	29	30	31	22	23	24	25	26	27	28	Pay Commit 2/10 & 2/24	
Quarterly Adj 1/8																	

	March							April							
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
Pay Date 3/13 & 3/31	1	2	3	4	5	6	7			1	2	3	4		Pay Date 4/15 & 4/30
	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
Lock Payroll 3/4 & 3/18	15	16	17	18	19	20	21	12	13	14	15	16	17	18	Lock Payroll 4/2 & 4/20
	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
Pay Commit 3/10 & 3/26	29	30	31					26	27	28	29	30			Pay Commit 4/10 & 4/27
3/26 - Commit all payrolls at 10pm - Miami school closed 23rd - 27th															Quarterly Adj 4/3 - last day 4/9

	May		June	
	Su Mo Tu We Th Fr Sa		Su Mo Tu We Th Fr Sa	
Pay Date 5/15 & 5/29				Pay Date 6/15 & 6/30
	3 4 5 6 7 8 9		7 8 9 10 11 12 13	
Lock Payroll 5/5 & 5/18	10 11 12 13 14 15 16		14 15 16 17 18 19 20	Lock Payroll 6/3 & 6/18
	17 18 19 20 21 22 23		21 22 23 24 25 26 27	
Pay Commit 5/12 & 5/22	24 25 26 27 28 29 30		28 29 30	Pay Commit 6/10 & 6/25
Memorial day, avoid rerouting checks locking on 18th commit on 22nd at 10pm.	31			

■ Pay Commit
 ■ Pay Date
 ■ Payroll Locked

Q1 Stipends due by Nov 17th
Q2 Stipends due by Feb 13th
Q3 Stipend due by Apr 20th
Q4 Stipend due by Jun 18th

Su	Mo	Tu	We	Th	Fr	Sa
					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						