



# HENDERSON COUNTY BOARD OF EDUCATION

## 2025-2026

### PAYROLL SCHEDULE



#### Number of checks remaining

Pay Period Begins	Pay Period End	Timesheets Due to Payroll	Pay Date	12 Months - July - June	11 Months - August - June	10 Months - Sept. - June
7/1/2025	7/6/2025	7/7/2025	7/15/2025	24		
7/7/2025	7/20/2025	7/21/2025	7/30/2025	23		
7/21/2025	8/3/2025	8/4/2025	8/15/2025	22	24	
8/4/2025	8/17/2025	8/18/2025	8/29/2025	21	23	
8/18/2025	8/31/2025	9/2/2025	9/15/2025	20	22	24
9/1/2025	9/14/2025	9/15/2025	9/30/2025	19	21	23
9/15/2025	9/28/2025	9/29/2025	10/15/2025	18	20	22
9/29/2025	10/19/2025	10/20/2025	10/30/2025	17	19	21
10/20/2025	11/2/2025	11/3/2025	11/14/2025	16	18	20
11/3/2025	11/16/2025	11/17/2025	11/28/2025	15	17	19
11/17/2025	11/30/2025	12/1/2025	12/15/2025	14	16	18
12/1/2025	12/14/2025	12/15/2025	12/30/2025	13	15	17
12/15/2025	12/28/2025	12/29/2025	1/15/2026	12	14	16
12/29/2025	1/11/2026	1/12/2026	1/30/2026	11	13	15
1/12/2026	1/25/2026	1/26/2026	2/13/2026	10	12	14
1/26/2026	2/8/2026	2/9/2026	2/27/2026	9	11	13
2/9/2026	2/22/2026	2/23/2026	3/13/2026	8	10	12
2/23/2026	3/8/2026	3/9/2026	3/30/2026	7	9	11
3/9/2026	3/22/2026	3/23/2026	4/15/2026	6	8	10
3/23/2026	4/12/2026	4/13/2026	4/30/2026	5	7	9
4/12/2026	4/26/2026	4/27/2026	5/15/2026	4	6	8
4/27/2026	5/10/2026	5/11/2026	5/29/2026	3	5	7
5/11/2026	5/31/2026	6/1/2026	6/15/2026	2	4	6
6/1/2026	6/30/2026	6/16/2026	6/30/2026	1	3	5
Summer Timesheet #3	Summer Timesheet #3	Last Day of School	Deposit on 7/15/2026		2	4
Summer Timesheet #4	Summer Timesheet #4	Last Day of School	Deposit on 7/30/2026		1	3
Summer Timesheet #5	Summer Timesheet #5	Last Day of School	Deposit on 8/14/2026			2
Summer Timesheet #6	Summer Timesheet #6	Last Day of School	Deposit on 8/28/2026			1

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**12 month Employees - (240 - 261 day employees)**

**11 Month Employees - (200 - 239 day employees) and 185 day Certified Staff**

**10 Month Employees - (140 - 199 day employees)**

**\*\*\* means there are more than 2 weeks in this pay period**

The payroll department will periodically request timesheets earlier than the deadline, specifically around holidays and school closings.

This payroll calendar represents defined work weeks for attendance and overtime processing.

Timesheets and payroll calendars are not used to calculate base pay. Base pay in an annualized payment

of fiscal year salary divided equally over 24 payments. Please see employee handbook.

#### Deduction Information

All voluntary deductions are taken out of each pay check (24 times total).

Each monthly deduction will be divided in half each pay period

**EXAMPLE:** Health Insurance deduction - \$200.00 per month (\$100.00 will come out on the 1st check of the month and \$100.00 will come out of the 2nd check of the month as well)