

# NORTHFIELD PUBLIC SCHOOLS

## 2025-26 PAYROLL CALENDAR

Pay Day	Payroll Period	
July 15, 2025	6/14/25 - 6/30/25	
July 30, 2025	7/1/25 - 7/15/25	
August 15, 2025	7/16/25 - 7/30/25	
August 29, 2025	7/31/25 - 8/15/25	
September 15, 2025	8/16/25 - 8/29/25	
September 30, 2025	8/30/25 - 9/15/25	*
October 15, 2025	9/16/25 - 9/30/25	*
October 30, 2025	10/1/25 - 10/15/25	*
November 14, 2025	10/16/25 - 10/30/25	*
November 28, 2025	10/31/25 - 11/14/25	*
December 15, 2025	11/15/25 - 11/28/25	*
December 30, 2025	11/29/25 - 12/15/25	*
January 15, 2026	12/16/25 - 12/30/25	
January 30, 2026	12/31/25 - 1/15/26	*
February 13, 2026	1/16/26 - 1/30/26	*
February 27, 2026	1/31/26 - 2/13/26	*
March 13, 2026	2/14/26 - 2/27/26	*
March 30, 2026	2/28/26 - 3/13/26	*
April 15, 2026	3/14/26 - 3/30/26	
April 30, 2026	3/31/26 - 4/15/26	*
May 15, 2026	4/16/26 - 4/30/26	*
May 29, 2026	5/1/26 - 5/15/26	*
June 15, 2026	5/16/26 - 5/29/26	*
June 30, 2026	5/30/26 - 6/15/26	

**NOTES:**

1) ALL PAYROLL DOCUMENTATION MUST BE RECEIVED IN THE DISTRICT OFFICE ON THE AFTERNOON OF THE FOURTH BUSINESS DAY FOLLOWING THE LAST DAY OF THE PAYROLL PERIOD TO GUARANTEE PAYMENT.

2) SUPERVISORS ARE RESPONSIBLE FOR MEETING THIS DEADLINE

3) INCOMPLETE PAYROLL DOCUMENTATION WILL BE RETURNED AT THE DISCRETION OF THE PAYROLL SPECIALIST

4) RED ROVER TIME SHEET SUBMISSIONS AND APPROVALS FOR PRIOR WEEK (SUN-SAT);

DUE FOR EMPLOYEES = EVERY MONDAY (WEEKLY APPROVAL REQUIRED)

DUE FOR SUPERVISORS = EVERY TUESDAY (WEEKLY APPROVAL REQUIRED)

**IT IS THE EMPLOYEES RESPONSIBILITY TO SUBMIT THEIR ELECTRONIC TIMESHEET.**

**UNSUBMITTED TIMESHEETS WILL NOT BE PAID.**

\* - THESE PAY DAYS WILL HAVE BENEFIT DEDUCTIONS FOR HOURLY STAFF WHO WORK PRIMARILY ON STUDENT CONTACT DAYS