

# RIVERSIDE SCHOOL DISTRICT NO.2



## PAYROLL SCHEDULE 2025 – 2026 SCHOOL YEAR



<u>Pay Period</u>	<u>Start Date</u>	<u>End Date</u>	<u>Payroll Documents Due by 2:00 PM++</u>	<u>Pay Date</u>
1	7/1/2025	7/10/2025	7/10/2025	7/18/2025
2	7/11/2025	7/24/2025	7/24/2025	8/1/2025
3	7/25/2025	8/7/2025	8/7/2025	8/15/2025
4	8/8/2025	8/21/2025	8/21/2025	8/29/2025
5	8/22/2025	9/4/2025	9/4/2025	9/12/2025
6	9/5/2025	9/18/2025	9/18/2025	9/26/2025
*7	9/19/2025	10/2/2025	10/2/2025	10/10/2025
8	10/3/2025	10/16/2025	10/16/2025	10/24/2025
9	10/17/2025	10/30/2025	10/30/2025	11/7/2025
10	10/31/2025	11/13/2025	11/13/2025	11/21/2025
11	11/14/2025	11/27/2025	11/21/2025	12/5/2025
12	11/28/2025	12/11/2025	12/11/2025	12/19/2025
*13	12/12/2025	12/25/2025	12/19/2025	1/2/2026
14	12/26/2025	1/8/2026	1/8/2026	1/16/2026
15	1/9/2026	1/22/2026	1/22/2026	1/30/2026
16	1/23/2026	2/5/2026	2/5/2026	2/13/2026
17	2/6/2026	2/19/2026	2/19/2026	2/27/2026
*18	2/20/2026	3/5/2026	3/5/2026	3/13/2026
19	3/6/2026	3/19/2026	3/19/2026	3/27/2026
20	3/20/2026	4/2/2026	4/2/2026	4/10/2026
21	4/3/2026	4/16/2026	4/16/2026	4/24/2026
22	4/17/2026	4/30/2026	4/30/2026	5/8/2026
23	5/1/2026	5/14/2026	5/14/2026	5/22/2026
24	5/15/2026	5/28/2026	5/28/2026	6/5/2026
25	5/29/2026	6/11/2026	6/11/2026	6/19/2026
26	6/12/2026	6/25/2026	6/25/2026	7/3/2026
27	6/26/2026	6/30/2026	6/25/2026	7/3/2026

### \* FALL, WINTER & SPRING BREAK – ALL LIVE CHECKS WILL BE MAILED USPS

**++All Payroll related documents are due per due date implicated by 2:00pm for processing. NO EXECPTIONS! All Late Payroll related documents will be processed on the following pay period.**

**FINAL PAYCHECK(S):** You elected 23 pays (Actual)/23 pays + lump sum, your last check will be issued on pay date in **RED**. For Front office staff, your last check will be issued on pay date in **BLUE**. You elected 26 pays (thru summer) this includes 12-Mo EE, your last check(s) will be issued on pay date in **PURPLE**.

Direct Deposit Paystubs will be emailed to employee with an active District email address. If you do not have a District email address set up, please contact the Technology Department. All LIVE pay checks are available for pick up by Administrator/Admin. Assistant/Department Supervisors at the Payroll office after 10:00 am on payday Fridays. All LIVE paychecks during holidays/breaks will be mailed via U.S Postal services to mailing address on file.