

Paper Timesheet & Payroll Schedule 2026-2027

DUE IN CENTRAL OFFICE	PAY PERIOD DATES TO INCLUDE	Pay Check Date
By Close of School Day	-----	-----
July 6, 2026	July 1st through July 4th (3 days)	7/15/2026
July 20, 2026	July 5th through July 18th	7/30/2026
August 3, 2026	July 19th through August 1st	8/14/2026
August 17, 2026	August 2nd through August 15th	8/28/2026
August 31, 2026	August 16th through August 29th	9/15/2026
September 21, 2026	August 30th through September 19th (3 wks)	9/30/2026
October 5, 2026	September 20th through October 3rd	10/15/2026
October 19, 2026	October 4th through October 17th	10/30/2026
November 2, 2026	October 18th through October 31st	11/13/2026
November 16, 2026	November 1st through November 14th	11/30/2026
November 30, 2026	November 15th through November 28th	12/15/2026
December 14, 2026	November 29th through December 12th	12/30/2026
January 4, 2027	December 13th through January 2nd (3 wks)	1/15/2027
January 18, 2027	January 3rd through January 16th	1/29/2027
February 1, 2027	January 17th through January 30th	2/12/2027
February 15, 2027	January 31st through February 13th	2/26/2027
March 1, 2027	February 14th through February 27th	3/15/2027
March 15, 2027	February 28th through March 13th	3/30/2027
April 5, 2027	March 14th through April 3rd (3 wks)	4/15/2027
April 19, 2027	April 4th through April 17th	4/30/2027
May 3, 2027	April 18th through May 1st	5/14/2027
May 17, 2027	May 2nd through May 15th	5/28/2027
June 7, 2027	May 16th through June 5th (3 weeks)	6/15/2027
June 14, 2027	June 6th through June 30th (18 days)	6/30/2027
Timesheets not received at CO by the due date will be considered late and will be held for the next payroll.		
(Due to End of Year processing - Extra Duty timesheets received in July will be processed on the 8/15 payroll.)		
Timesheets missing required information are subject to be held until completed.		
--The 3 week Paper Timesheet and the Payroll Schedule can be found on the Hart County Schools website.--		
{Transportation duties should be submitted on the 2025 revised "Transportation Only" Paper Timesheet.}		
<u>SUBSTITUTES/Extra Duty:</u> Submit all dates worked within the pay period on 1 timesheet for each payroll.		
KIOSK TIMESHEETS NEED TO BE SUBMITTED & APPROVED WEEKLY - BY MONDAY AM		
NOTE: New (Full Time/Part Time) employees may not receive their first check until they have worked a complete pay cycle (approximately 10 days).		