

Paper Timesheet & Leave Card Schedule 2025-2026

DUE IN CENTRAL OFFICE	PAY PERIOD DATES TO INCLUDE	Pay Check Date
By Close of School Day	-----	-----
July 7, 2025	July 1st through July 5th (1 wk)	7/15/2025
July 21, 2025	July 6th through July 19th	7/30/2025
August 4, 2025	July 20th through August 2nd	8/15/2025
August 18, 2025	August 3rd through August 16th	8/29/2025
September 1, 2025	August 17th through August 30th	9/15/2025
September 22, 2025	August 31st through September 20th (3 wks)	9/30/2025
October 6, 2025	September 21st through October 4th	10/15/2025
October 20, 2025	October 5th through October 18th	10/30/2025
November 3, 2025	October 19th through November 1st	11/14/2025
November 17, 2025	November 2nd through November 15th	11/28/2025
December 1, 2025	November 16th through November 29th	12/15/2025
December 15, 2025	November 30th through December 13th	12/30/2025
January 5, 2026	December 14th through January 3rd (3 wks)	1/15/2026
January 19, 2026	January 4th through January 17th	1/30/2026
February 2, 2026	January 18th through January 31st	2/13/2026
February 16, 2026	February 1st through February 14th	2/27/2026
March 2, 2026	February 15th through February 28th	3/13/2026
March 16, 2026	March 1st through March 14th	3/30/2026
April 6, 2026	March 15th through April 4th (3 wks)	4/15/2026
April 20, 2026	April 5th through April 18th	4/30/2026
May 4, 2026	April 19th through May 2nd	5/15/2026
May 18, 2026	May 3rd through May 16th	5/29/2026
June 8, 2026	May 17th through June 6th (3 weeks)	6/15/2026
June 15, 2026	June 7th through June 30th (4 wks)	6/30/2026

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 Updated Paper Timesheet (2025) & this Schedule can be found on the Hart County Schools website.--

{Transportation duties should be submitted on the updated "Transportation Only" Paper Timesheet (2025).}

SUBSTITUTES/Extra Duty: 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).