

Glassboro Public Schools



MEMO

To: Mark Silverstein
From: Michael Sloan
Date: May 21, 2025
Re: 2025-2026 Payroll Schedule

Recommend Board approval of the attached 2025-2026 Payroll Schedule.

GLASSBORO PUBLIC SCHOOLS

*** *Business Office* ***

GLASSBORO, NEW JERSEY

2025-2026 School Year Contracted Payroll Schedule

Contracted employee's Salary checks will be issued semi-monthly as per the following dates.

| 2025 | | | 2026 | | |
|-------------|-----|----|-------------|----|----|
| July | 15 | 30 | January | 15 | 30 |
| August | 14 | 28 | February | 13 | 27 |
| ~~~~~ | | | March | 13 | 30 |
| September | 15* | 30 | April | 15 | 30 |
| October | 15 | 30 | May | 15 | 29 |
| November | 14 | 26 | June | 15 | 30 |
| December | 15 | 23 | | | |

*First pay for 10-month employees

2025-2026 School Year Non-Contracted Payroll Schedule

Non-contracted payroll includes extra compensation, hourly employees, overtime, substitutes, additional instruction, evening school, summer school, and any other board approved services paid via a (gold) payroll voucher.

| <u>Pay Date</u> | <u>Date Range</u> | <u>Vouchers Due to Payroll Office</u> |
|------------------------|--------------------------|--|
| Jul 15, 2025 | Jun 16 – Jun 30 | July 8, 2025 |
| Jul 30, 2025 | Jul 1 – Jul 15 | July 23, 2025 |
| Aug 14, 2025 | Jul 16 - Jul 31 | August 8, 2025 |
| Aug 28, 2025 | Aug 1 – Aug 15 | August 22, 2025 |
| Sep 15, 2025 | Aug 16 – Aug 31 | September 4, 2025 |
| Sep 30, 2025 | Sep 1 – Sep 15 | September 18, 2025 |
| Oct 15, 2025 | Sep 16 – Sep 30 | October 8, 2025 |
| Oct 30, 2025 | Oct 1 – Oct 15 | October 23, 2025 |
| Nov 14, 2025 | Oct 16 – Oct 31 | November 5, 2025 |
| Nov 26, 2025 | Nov 1- Nov 15 | November 19, 2025 |
| Dec 15, 2025 | Nov 15 – Nov 30 | December 8, 2025 |
| Dec 23, 2025 | Dec 1 – Dec 15 | *December 17, 2025* |
| Jan 15, 2026 | Dec 16 – Dec 31 | January 8, 2026 |
| Jan 30, 2026 | Jan 1 – Jan 15 | January 23, 2026 |
| Feb 13, 2026 | Jan 16 – Jan 31 | February 6, 2026 |
| Feb 27, 2026 | Feb 1 – Feb 15 | February 20, 2026 |
| Mar 13, 2026 | Feb 16 – Feb 28 | March 6, 2026 |
| Mar 30, 2026 | Mar 1 – Mar 15 | March 23, 2026 |
| Apr 15, 2026 | Mar 16 – Mar 31 | April 2, 2026 |
| Apr 30, 2026 | Apr 1 – Apr 15 | April 23, 2026 |
| May 15, 2026 | Apr 16 – Apr 30 | May 8, 2026 |
| May 29, 2026 | May 1 – May 15 | May 22, 2026 |
| Jun 15, 2026 | May 16 – May 31 | June 8, 2026 |
| Jun 30, 2026 | Jun 1 – Jun 15 | June 23, 2026 |