

Bloom Township High School District 206

Payroll Timesheet Schedule

All Staff (12 month)

2025-2026

Timesheets must be submitted no later than 9 a.m. Submission dates are not subject to change. Failure to submit timesheets by the deadline will result in being paid the following pay date.

Pay Period	Start Date	End Date	Timesheet Due to the Business Office	Pay Date
1.00	5/31/2025	6/15/2025	6/30/2025	7/15/2025
2.00	6/16/2025	6/30/2025	7/15/2025	7/30/2025
3.00	7/1/2025	7/15/2025	7/30/2025	8/15/2025
4.00	7/31/2025	8/15/2025	8/15/2025	8/29/2025
5.00	8/16/2025	8/30/2025	8/29/2025	9/15/2025
6.00	8/31/2025	9/15/2025	9/15/2025	9/30/2025
7.00	9/16/2025	9/30/2025	9/30/2025	10/15/2025
8.00	10/1/2025	10/15/2025	10/15/2025	10/30/2025
9.00	10/16/2025	10/30/2025	10/30/2025	11/14/2025
10.00	10/31/2025	11/15/2025	11/14/2025	11/26/2025
11.00	11/16/2025	11/30/2025	11/26/2025	12/15/2025
12.00	12/1/2025	12/15/2025	12/15/2025	12/30/2025
13.00	12/16/2025	12/30/2025	12/30/2025	1/15/2026
14.00	12/31/2025	1/15/2026	1/15/2026	1/30/2026
15.00	1/16/2026	1/30/2026	1/30/2026	2/13/2026
16.00	1/31/2026	2/15/2026	2/13/2026	2/27/2026
17.00	2/16/2026	2/28/2026	2/27/2026	3/13/2026
18.00	3/1/2026	3/15/2026	3/13/2026	3/30/2026
19.00	3/16/2026	3/30/2026	3/30/2026	4/15/2026
20.00	3/31/2026	4/15/2026	4/15/2026	4/30/2026
21.00	4/16/2026	4/30/2026	4/30/2026	5/15/2026
22.00	5/1/2026	5/15/2026	5/15/2026	5/29/2026
23.00	5/16/2026	5/30/2026	5/29/2026	6/15/2026
24.00	5/31/2026	6/15/2026	6/15/2026	6/30/2026

Bloom Township High School District 206

Payroll Timecard Schedule

Maintenance Only - Overtime (12 month)

2025-2026

Timecards must be submitted no later than 9 a.m. Submission dates are not subject to change.
Failure to submit timecards by the deadline will result in being paid the following pay date.

Pay Period	Start Date	End Date	Timecard Due to the Business Office	Pay Date
1.00	5/31/2025	6/15/2025	6/30/2025	7/15/2025
2.00	6/16/2025	6/30/2025	7/15/2025	7/30/2025
3.00	7/1/2025	7/15/2025	7/30/2025	8/15/2025
4.00	7/31/2025	8/15/2025	8/15/2025	8/29/2025
5.00	8/16/2025	8/30/2025	8/29/2025	9/15/2025
6.00	8/31/2025	9/15/2025	9/15/2025	9/30/2025
7.00	9/16/2025	9/30/2025	9/30/2025	10/15/2025
8.00	10/1/2025	10/15/2025	10/15/2025	10/30/2025
9.00	10/16/2025	10/30/2025	10/30/2025	11/14/2025
10.00	10/31/2025	11/15/2025	11/14/2025	11/26/2025
11.00	11/16/2025	11/30/2025	11/26/2025	12/15/2025
12.00	12/1/2025	12/15/2025	12/15/2025	12/30/2025
13.00	12/16/2025	12/30/2025	12/30/2025	1/15/2026
14.00	12/31/2025	1/15/2026	1/15/2026	1/30/2026
15.00	1/16/2026	1/30/2026	1/30/2026	2/13/2026
16.00	1/31/2026	2/15/2026	2/13/2026	2/27/2026
17.00	2/16/2026	2/28/2026	2/27/2026	3/13/2026
18.00	3/1/2026	3/15/2026	3/13/2026	3/30/2026
19.00	3/16/2026	3/30/2026	3/30/2026	4/15/2026
20.00	3/31/2026	4/15/2026	4/15/2026	4/30/2026
21.00	4/16/2026	4/30/2026	4/30/2026	5/15/2026
22.00	5/1/2026	5/15/2026	5/15/2026	5/29/2026
23.00	5/16/2026	5/30/2026	5/29/2026	6/15/2026
24.00	5/31/2026	6/15/2026	6/15/2026	6/30/2026

Bloom Township High School District 206

Payroll Timesheet Schedule

Extra Duty and Supplemental Pay (Certified Staff)

2025-2026

Timesheets must be submitted no later than 9 a.m. Submission dates are not subject to change. Failure to submit timesheets by the deadline will result in being paid the following pay date.

Pay Period	Start Date	End Date	*Timesheet Due to the Business Office	Pay Date
1.00	6/16/25	6/30/2025	6/30/2025	7/15/2025
2.00	7/1/2025	7/15/2025	7/15/2025	7/30/2025
3.00	7/16/2025	7/30/2025	7/30/2025	8/15/2025
4.00	7/31/2025	8/15/2025	8/15/2025	8/29/2025
5.00	8/16/2025	8/30/2025	8/29/2025	9/15/2025
6.00	8/31/2025	9/15/2025	9/15/2025	9/30/2025
7.00	9/16/2025	9/30/2025	9/30/2025	10/15/2025
8.00	10/1/2025	10/15/2025	10/15/2025	10/30/2025
9.00	10/16/2025	10/30/2025	10/30/2025	11/14/2025
10.00	10/31/2025	11/15/2025	11/14/2025	11/26/2025
11.00	11/16/2025	11/30/2025	11/26/2025	12/15/2025
12.00	12/1/2025	12/15/2025	12/15/2025	12/30/2025
13.00	12/16/2025	12/30/2025	12/30/2025	1/15/2026
14.00	12/31/2025	1/15/2026	1/15/2026	1/30/2026
15.00	1/16/2026	1/30/2026	1/30/2026	2/13/2026
16.00	1/31/2026	2/15/2026	2/13/2026	2/27/2026
17.00	2/16/2026	2/28/2026	2/27/2026	3/13/2026
18.00	3/1/2026	3/15/2026	3/13/2026	3/30/2026
19.00	3/16/2026	3/30/2026	3/30/2026	4/15/2026
20.00	3/31/2026	4/15/2026	4/15/2026	4/30/2026
21.00	4/16/2026	4/30/2026	4/30/2026	5/15/2026
22.00	5/1/2026	5/15/2026	5/15/2026	5/29/2026
23.00	5/16/2026	5/30/2026	5/29/2026	6/15/2026
24.00	5/31/2026	6/15/2026	6/15/2026	6/30/2026

*Please note: Building due dates are 48 hours prior to the date due to the business office shown above. The additional time is needed for verification and approval purposes.

Pay periods 25, 26 and 27 checks will be issued as a live check.