

Santa Clara County Office of Education

BUSINESS, FACILITIES, AND OPERATIONS DIVISION

PAYROLL SERVICES, MC 244

DATE: September 12, 2025

TO: All Regular staff members

FROM: Elvira Manuel, Payroll Supervisor

SUBJECT: **FY 2025-2026 PAYROLL DEADLINES: CERTIFICATED/CLASSIFIED (REGULAR - EOM)**

The Payroll Deadline Information listed below, are for the month(s) of **July 2025 through June 2026**, for planning purposes and to ensure your program/dept. admin meets the respective cut-offs.

| Regular Employees' Hourly/Daily Attendance (Timesheets) | | | | | End-of-Month Payroll | |
|---|--------------|-------------------|-----------|---------------|----------------------|------------------|
| FROM | TO | DUE TO PAYROLL BY | | | | |
| June 16 | July 15 | 5:00 PM | THURSDAY | JULY 17 | Thursday | July 31, 2025 |
| July 16 | August 14* | NOON | MONDAY | AUGUST 18 | Friday | August 29 |
| August 15* | August 15* | NOON | WEDNESDAY | SEPTEMBER 17* | Tuesday | September 30 |
| August 16 | September 15 | | | | | |
| September 16 | October 15 | 5:00 PM | FRIDAY | OCTOBER 17 | Friday | October 31 |
| October 16 | November 9* | 5:00 PM | WEDNESDAY | NOVEMBER 12 | Wednesday | November 26 |
| November 10* | November 15 | 5:00 PM | FRIDAY | DECEMBER 5* | Friday | December 19 |
| November 16 | December 3* | | | | | |
| December 4* | December 15 | 5:00 PM | FRIDAY | JANUARY 16 | Friday | January 30, 2026 |
| December 16 | January 15 | | | | | |
| January 16 | February 10* | NOON | THURSDAY | FEBRUARY 12* | Friday | February 27 |
| February 11* | February 15 | NOON | TUESDAY | MARCH 17* | Monday | March 30 |
| February 16 | March 15 | | | | | |
| March 16 | April 15 | NOON | FRIDAY | APRIL 17 | Thursday | April 30 |
| April 16 | May 12* | 5:00 PM | THURSDAY | MAY 14* | Friday | May 29 |
| May 13* | May 15* | 5:00 PM | TUESDAY | JUNE 16* | Tuesday | June 30 |
| May 16 | June 15 | | | | | |
| June 16 | July 15 | 5:00 PM | FRIDAY | JULY 17 | Friday | July 31 |

Note: As you receive timesheets, please submit the approved timesheet to Payroll@sccoe.org so cutoff dates can be adhered to. For any timesheets received after the cutoff dates, they will be processed with the next available payroll, the following month.