

Santa Clara County Office of Education

BUSINESS, FACILITIES, AND OPERATIONS DIVISION

PAYROLL SERVICES, MC 244

DATE: September 12, 2025

TO: All substitute staff member

FROM: Elvira Manuel, Payroll Supervisor

SUBJECT: **FY 2025-2026 PAYROLL DEADLINES: SUBSTITUTES TIMESHEETS**

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.

Please refer to the table below for **Substitute** payroll cutoff dates. NRCE and CLPE timesheets follow the same cut-off for all **non-permanent** staff. For any sub timesheets received after the cutoff dates, they will be processed with the **next** available payroll. *No sub timesheet submitted, means no substitute payroll is processed.

PAY PERIOD		SUB TIMESHEETS DUE TO PAYROLL			PAYROLL DATE	
FROM	TO					
May 26	June 25	5:00 PM	MONDAY	JUNE 27	Thursday	July 10, 2025
June 26	July 25	NOON	TUESDAY	JULY 29	Friday	August 8
July 26	August 25	5:00 PM	WEDNESDAY	AUGUST 27	Wednesday	September 10
August 26	September 25	5:00 PM	MONDAY	SEPTEMBER 29	Friday	October 10
September 26	October 25	5:00 PM	TUESDAY	OCTOBER 28	Monday	November 10
October 26	November 25	5:00 PM	WEDNESDAY	NOVEMBER 26*	Wednesday	December 10
November 26	December 25	5:00 PM	FRIDAY	DECEMBER 26*	Friday	January 9, 2026
December 26	January 25	5:00 PM	TUESDAY	JANUARY 27	Tuesday	February 10
January 26	February 25	5:00 PM	THURSDAY	FEBRUARY 26*	Tuesday	March 10
February 26	March 25	5:00 PM	FRIDAY	MARCH 27	Friday	April 10
March 26	April 25	NOON	TUESDAY	APRIL 28	Friday	May 8
April 26	May 25	5:00 PM	WEDNESDAY	MAY 27	Wednesday	June 10
May 26	June 25	NOON	MONDAY	JUNE 29	Friday	July 10
June 26	July 25	5:00 PM	TUESDAY	JULY 28	Monday	August 10

Note: As you receive timesheets, please submit the approved timesheet to Payroll@sccoe.org so cutoff dates can be adhered to