

# Colton-Redlands-Yucaipa ROP

## 2025 - 2026 PAYROLL SCHEDULE

PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **4:30 PM** ON THE **DUE DATE**

<b>Certificated Monthly Employees</b>					
MONTH	PAYROLL FOR	PAY PERIOD	EXTRA DUTY PAY PERIOD	EXTRA DUTY DUE DATE	DISTRIBUTION DATE
JULY	MONTHLY	07/01 - 07/31	06/01 - 06/30	07/10/25	08/01/25
AUGUST	MONTHLY	08/01 - 08/31	07/01 - 07/31	08/11/25	09/02/25
SEPTEMBER	MONTHLY	09/01 - 09/30	08/01 - 08/31	09/10/25	10/01/25
OCTOBER	MONTHLY	10/01 - 10/31	09/01 - 09/30	10/09/25	11/03/25
NOVEMBER	MONTHLY	11/01 - 11/30	10/01 - 10/31	11/10/25	12/01/25
DECEMBER	MONTHLY	12/01 - 12/31	11/01 - 11/30	12/10/25	01/02/26
JANUARY	MONTHLY	01/01 - 01/31	12/01 - 12/31	01/12/26	02/02/26
FEBRUARY	MONTHLY	02/01 - 02/28	01/01 - 01/31	02/10/26	03/02/26
MARCH	MONTHLY	03/01 - 03/31	02/01 - 02/28	03/10/26	04/01/26
APRIL	MONTHLY	04/01 - 04/30	03/01 - 03/31	04/09/26	05/01/26
MAY	MONTHLY	05/01 - 05/31	04/01 - 04/30	05/11/26	06/01/26
JUNE	MONTHLY	06/01 - 06/30	05/01 - 05/31	06/10/26	07/01/26

<b>Classified Monthly Employees</b>					
MONTH	PAYROLL FOR	PAY PERIOD	EXTRA DUTY PAY PERIOD	EXTRA DUTY DUE DATE	DISTRIBUTION DATE
JULY	MONTHLY	07/01 - 07/31	06/01 - 06/30	07/10/25	07/31/25
AUGUST	MONTHLY	08/01 - 08/31	07/01 - 07/31	08/11/25	08/29/25
SEPTEMBER	MONTHLY	09/01 - 09/30	08/01 - 08/31	09/10/25	09/30/25
OCTOBER	MONTHLY	10/01 - 10/31	09/01 - 09/30	10/09/25	10/31/25
NOVEMBER	MONTHLY	11/01 - 11/30	10/01 - 10/31	11/10/25	11/26/25
DECEMBER	MONTHLY	12/01 - 12/31	11/01 - 11/30	12/10/25	12/30/25
JANUARY	MONTHLY	01/01 - 01/31	12/01 - 12/31	01/12/26	01/30/26
FEBRUARY	MONTHLY	02/01 - 02/28	01/01 - 01/31	02/10/26	02/28/26
MARCH	MONTHLY	03/01 - 03/31	02/01 - 02/28	03/10/26	03/31/26
APRIL	MONTHLY	04/01 - 04/30	03/01 - 03/31	04/09/26	04/30/26
MAY	MONTHLY	05/01 - 05/31	04/01 - 04/30	05/11/26	05/30/26
JUNE	MONTHLY	06/01 - 06/30	05/01 - 05/31	06/10/26	06/30/26

<b>SUBSTITUTE &amp; HOURLY EMPLOYEES</b>				
<i>Includes: Substitutes and Adult Education</i>				
MONTH	PAYROLL FOR	WORK PERIOD	TIME CARD DUE DATE	DISTRIBUTION DATE
<b>AUGUST*</b>	<b>SUBSTITUTES / HOURLY STAFF</b>	<b>7/1-7/15</b>	<b>07/22/25</b>	<b>08/11/25</b>
SEPTEMBER	SUBSTITUTES / HOURLY STAFF	7/16-8/15	08/21/25	09/09/25
OCTOBER	SUBSTITUTES / HOURLY STAFF	8/16-9/15	09/22/25	10/09/25
NOVEMBER	SUBSTITUTES / HOURLY STAFF	9/16-10/15	10/22/25	11/10/25
DECEMBER	SUBSTITUTES / HOURLY STAFF	10/16-11/15	11/19/25	12/09/25
JANUARY	SUBSTITUTES / HOURLY STAFF	11/16-12/15	12/17/25	01/09/26
FEBRUARY	SUBSTITUTES / HOURLY STAFF	12/16-1/15	01/22/26	02/09/26
MARCH	SUBSTITUTES / HOURLY STAFF	1/16-2/15	02/19/26	03/09/26
APRIL	SUBSTITUTES / HOURLY STAFF	2/16-3/15	03/23/26	04/09/26
MAY	SUBSTITUTES / HOURLY STAFF	3/16-4/15	04/22/26	05/11/26
JUNE	SUBSTITUTES / HOURLY STAFF	4/16-5/15	05/21/26	06/09/26
JULY	SUBSTITUTES / HOURLY STAFF	5/16-6/15	06/22/26	07/09/26

**NOTE TO ALL EMPLOYEES:** Late time cards will be paid on the employee's next available payroll cycle.

Each time card must be fully completed and submitted *after* work is performed. Incomplete time cards may not be paid.

**Do not hold time cards** - the District is assessed penalties and interest for late payroll reporting to retirement.