



# 2025-2026

## WEST LINN – WILSONVILLE SCHOOL DISTRICT

# Payroll Cutoff Calendar

### All Contract Licensed and Classified Employees

*The payroll cutoff calendar is used for calculating additional hours, as well as unpaid leave. It is not used to calculate your monthly paycheck for your contract position.* All contract employees will be paid 12 equal paychecks on the 25<sup>th</sup> of the month unless it falls on a holiday or weekend. For all employees hired after their first contract day, their salary will be prorated and spread over the remaining months in their contract. (Calculation for 12 equal paychecks - hourly rate of pay, multiplied by working hours per day, multiplied by the number of days in your annual contract, equals your annual wage. Annual wage divided by 12, equals your monthly gross paycheck.)

All employees will fill out a timesheet in Time & Attendance for additional hours and will be paid for this time according to the cutoff dates and payday below.

### All 12 Month Employees

Your monthly paycheck is payment for the month of. Example: The July 25<sup>th</sup> paycheck is payment for July 1<sup>st</sup> through July 31<sup>st</sup>.

### Casual Hires

Complete a timesheet in Time & Attendance for hours worked. This time will be paid according to the cutoff dates and payday below.

### Coaches

Paid according to their Extra Duty Contract on corresponding paydays below.

<u>Cutoff Begin</u>	<u>Cutoff End</u>	<u>Paydays</u>
06/08/2025	- 07/05/2025	July 25, 2025
07/06/2025	- 08/02/2025	August 25, 2025
08/03/2025	- 09/06/2025	September 25, 2025
09/07/2025	- 10/04/2025	October 24, 2025
10/05/2025	- 11/01/2025	November 25, 2025
11/02/2025	- 11/29/2025	December 23, 2025
11/30/2025	- 01/03/2026	January 23, 2026
01/04/2026	- 01/31/2026	February 25, 2026
02/01/2026	- 02/28/2026	March 25, 2026
03/01/2026	- 04/04/2026	April 24, 2026
04/05/2026	- 05/02/2026	May 22, 2026
05/03/2026	- 06/06/2026	June 25, 2026