

LIMESTONE DISTRICT SCHOOL BOARD

SEPTEMBER 2025 TO AUGUST 2026
TIMESHEET DUE DATE AND PAYMENT SCHEDULE

PAY PERIOD	SUNDAY TO SATURDAY	TIMESHEETS DUE	PAY DATE
PP 19	August 17 - August 23, 2025 August 24 - August 30, 2025	August 26, 2025 September 2, 2025	September 12, 2025
PP 20	August 31 - September 6, 2025 September 7 - September 13, 2025	September 9, 2025 September 16, 2025	September 26, 2025
PP 21	September 14 - September 20, 2025 September 21 - September 27, 2025	September 23, 2025 September 30, 2025	October 10, 2025
PP 22	September 28 - October 4, 2025 October 5 - October 11, 2025	October 7, 2025 October 14, 2025	October 24, 2025
PP 23	October 12 - October 18, 2025 October 19 - October 25, 2025	October 21, 2025 October 28, 2025	November 7, 2025
PP 24	October 26 - November 1, 2025 November 2 - November 8, 2025	November 4, 2025 November 11, 2025	November 21, 2025
PP 25	November 9 - November 15, 2025 November 16 - November 22, 2025	November 18, 2025 November 25, 2025	December 5, 2025
PP 26	November 23 - November 29, 2025 November 30 - December 6, 2025	December 2, 2025 December 9, 2025	December 19, 2025* *See December Memo*
PP 1	December 7 - December 13, 2025 December 14 - December 20, 2025	December 16, 2025 December 23, 2025	January 2, 2026* *See December Memo*
PP 2	December 21 - December 27, 2025 December 28 - January 3, 2026	December 30, 2025 January 6, 2026	January 16, 2026* *See December Memo*
PP 3	January 4 - January 10, 2026 January 11 - January 17, 2026	January 13, 2026 January 20, 2026	January 30, 2026
PP 4	January 18 - January 24, 2026 January 25 - January 31, 2026	January 27, 2026 February 3, 2026	February 13, 2026
PP 5	February 1 - February 7, 2026 February 8 - February 14, 2026	February 10, 2026 February 17, 2026	February 27, 2026
PP 6	February 15 - February 21, 2026 February 22 - February 28, 2026	February 24, 2026 March 3, 2023	March 13, 2026
PP 7	March 1 - March 7, 2026 March 8 - March 14, 2026	March 10, 2026 March 17, 2026	March 27, 2026* *See March Memo*
PP 8	March 15 - March 21, 2026 March 22 - March 28, 2026	March 24, 2026 March 31, 2026	April 10, 2026
PP 9	March 29 - April 4, 2026 March 5 - April 11, 2026	April 7, 2026 April 14, 2026	April 24, 2026

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****Please note that timesheets are due by 12noon on Tuesday, except for Christmas and March Break****

PAY PERIOD	SUNDAY TO SATURDAY	TIMESHEETS DUE	PAY DATE
PP 10	April 12 - April 18, 2026 April 19 - April 25, 2026	April 21, 2026 April 28, 2026	May 8, 2026
PP 11	April 26 - May 2, 2026 May 3 - May 9, 2026	May 5, 2026 May 12, 2026	May 22, 2026
PP 12	May 10 - May 16, 2026 May 17 - May 23, 2026	May 19, 2026 May 26, 2026	June 5, 2026
PP 13	May 24 - May 30, 2026 May 31 - June 6, 2026	June 2, 2026 June 9, 2026	June 19, 2026
PP 14	June 7 - June 13, 2026 June 14 - June 20, 2026	June 16, 2026 June 23, 2026	July 3, 2026
PP 15	June 21 - June 27, 2026 June 28 - July 4, 2026	June 30, 2026 July 7, 2026	July 17, 2026
PP 16	July 5 - July 11, 2026 July 12 - July 18, 2026	July 14, 2026 July 21, 2026	July 31, 2026
PP 17	July 19 - July 25, 2026 July 26 - August 1, 2026	July 28, 2026 August 4, 2026	August 14, 2026
PP 18	August 2 - August 8, 2026 August 9 - August 15, 2026	August 11, 2026 August 18, 2026	August 28, 2026

1. Timesheet earnings will be paid every two weeks, **two weeks in arrears** of the period worked (see above schedule).
2. Timesheets must contain all information necessary for processing, including the employee's I.D. number, the signature of the employee AND of the employee's supervisor or authorized designate, the name of employee off (if applicable) and the reason.
3. If your pay is delayed or incorrect, speak to your supervisor. It is their responsibility to investigate.
4. New casual employees being paid for the first time are required to attach a completed New Employee Information form and void cheque. New employees claiming other than the basic exemption for Federal/Provincial income tax must also complete TD1 & TD1 ON forms and include with the employee information and banking. Please forward all new hire packages to HR.
5. *Christmas and March Break Memos will be sent out closer to the time. Timesheets will be due earlier than normal on PP26, PP1 and PP7.*