

2025-2026 PENDLETON SCHOOL DISTRICT PAYROLL

- **Contact Info:**
 - Tim Gilbert – Pendleton SD Payroll Clerk
 - Location: District Office
 - Phone: 541-966-3278
 - Email: tgilbert@pendletonsd.org
- **Pay Rates for 2025-2026 PSD Subs:**
 - For assistants & any other classified substitutes, the rate is \$14.05 per hour
 - For certified teacher substitutes, the rate is \$221.02 per day or \$28.52 per hour
 - For 10+ day certified subs (pay starts at higher rate on 11th day), the rate is \$284.10 per day or \$36.66 per hour.
- **Pay Periods & Pay Dates:**
 - 6th → 5th of each month
 - Payday is the 20th of each month. If the 20th falls on a non-work day, payday will be the closest working day to the 20th. For example, if the 20th is on a Saturday, payday will be the Friday before. If the 20th falls on a Sunday, payday will be on Monday.
- **Timesheets:**
 - Please keep a copy & double-check pay when it is received. If there are any questions, concerns or discrepancies, please contact me as soon as possible so it can resolved in a timely manner.

| 2025 - 2026 Payroll | | |
|----------------------------|-------------------|------------|
| Month | Pay Period Cutoff | Pay Date |
| July 25/26 | 7/5/2025 | 7/21/2025 |
| August 25/26 | 8/5/2025 | 8/20/2025 |
| September 25/26 | 9/5/2025 | 9/19/2025 |
| October 25/26 | 10/5/2025 | 10/20/2025 |
| November 25/26 | 11/5/2025 | 11/20/2025 |
| December 25/26 | 12/5/2025 | 12/19/2025 |
| January 25/26 | 1/5/2026 | 1/20/2026 |
| February 25/26 | 2/5/2026 | 2/20/2026 |
| March 25/26 | 3/5/2026 | 3/20/2026 |
| April 25/26 | 4/5/2026 | 4/20/2026 |
| May 25/26 | 5/5/2026 | 5/20/2026 |
| June 25/26 | 6/5/2026 | 6/18/2026 |

- **Changes:**
 - Please be sure to notify Human Resources and/or Payroll of any name, address or other changes such as tax or direct deposit information as soon as possible.

Questions? Please feel free to contact me anytime at 541-966-3278