



IRVINGTON PUBLIC SCHOOLS
Office of the Assistant Superintendent for Business/
Board Secretary

Reggie Lamptey, CPA

Assistant Superintendent for Business/

One University Place, 4th Fl Irvington, New Jersey 07111
(973) 399-6800 x 2120 (973) 399-6855 fax

To: All District Supervisors, Directors, and Administrators

From: Reggie Lamptey, CPA *RL*
Assistant Superintendent for Business/Board Secretary

Date: August 1, 2025 (**Revised**)

****SUBJECT TO CHANGE****

Summer School Payroll Schedule 2025-2026

<u>Pay Date</u>	<u>Due Date</u>	<u>Pay Period</u>
July 15, 2025	July 7, 2025	July 7
July 31, 2025	July 22, 2025	July 8 – July 18
August 15, 2025	August 7, 2025	July 21– August 5
August 29, 2025	August 8, 2025	August 6-8 (All Summer Programs)

Regular Payroll Schedule 2025-2026

July 15, 2025	July 7, 2025	June 16 – June 30
July 31, 2025	July 22, 2025	July 1 – July 15
August 15, 2025	August 7, 2025	July 16 – July 31
August 29, 2025	August 20, 2025	August 1 – August 15
September 15, 2025	September 4, 2025	August 16 – August 31
September 30, 2025	September 18, 2025	September 1 – September 15
October 15, 2025	October 3, 2025	September 16 – September 30
October 31, 2025	October 21, 2025	October 1 – October 15
November 14, 2025	November 4, 2025	October 16 – October 31
November 25, 2025	November 18, 2025	November 1 – November 15
December 15, 2025	December 3, 2025	November 16 – November 30
December 23, 2025	December 16, 2025	December 1 – December 15



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<u>Pay Date</u>	<u>Due Date</u>	<u>Pay Period</u>
January 15, 2026	January 6, 2026	December 16 – December 31
January 30, 2026	January 20, 2026	January 1 – January 15
February 13, 2026	February 4, 2026	January 16 – January 31
February 27, 2026	February 18, 2026	February 1 – February 15
March 13, 2026	March 4, 2026	February 16 – February 28
March 27, 2026	March 18, 2026	March 1 – March 15
April 15, 2026	April 6, 2026	March 16 – March 31
April 30, 2026	April 20, 2026	April 1 – April 15
May 15, 2026	May 5, 2026	April 16 – April 30
May 29, 2026	May 20, 2026	May 1 – May 15
June 15, 2026	June 3, 2026	May 16 – May 31
June 18, 2026	June 12, 2026	June 1 – June 15 (Teachers, Bldg Sub)
June 30, 2026	June 12, 2026	June 1 – June 15 (All other employees)
June 30, 2026	June 18, 2026	June 16 – June 18 (Teacher's Supplemental Pay, Substitute Teachers, Lunch-Aides, etc.)

- Payroll Data must be submitted to the Payroll Department (payroll@irvington.k12.nj.us) no later than the end of the business day.
- Any item submitted after the deadline will be processed the following pay period.
- All overtime hours submitted must have the approved overtime form attached.
- Supplementals should consist of the following:
Proof of attendance/sign in sheets, individual timesheets, board approval, summary sheet (FUND 15)
Proof of attendance/sign in sheets, individual timesheets, board approval, summary sheet, student attendance, activity log (FUND 20 GOVERNMENT PROGRAM FUNDS)