

LUDLOW PUBLIC SCHOOLS

205 Fuller Street • Ludlow, Massachusetts 01056

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BELONGING • COMMUNITY • OPTIMISM • GROWTH

Payroll Information

Payroll checks

Payroll checks are processed on Fridays.

2025-2026 Payroll Dates			
September 12, 2025	December 5, 2025	March 13, 2026	June 5, 2026
September 26, 2025	December 19, 2026	March 27, 2026	June 19, 2026
October 10, 2025	January 2, 2026	April 10, 2026	*July 3, 2026
October 24, 2025	January 16, 2026	April 24, 2026	*July 17, 2026
November 7, 2025	January 30, 2026	May 8, 2026	*July 31, 2026
November 21, 2025	February 13, 2026	May 22, 2025	*August 14, 2026
	February 27, 2026		*August 28, 2026

***These dates are for Calendar-year employees and those School-year Employees who have chosen the 26-installment payroll option.**

Payroll Distribution

Ludlow Public Schools requires employees to use direct deposit.

Bi-Weekly Timesheets (Secretaries/Staff with Pre-Approved Work)

- Timesheets can be obtained in the main office of each school
- Employee completes the timesheet on the day of work
- Timesheets must be completed in ink.
- Date, Time, Teacher/Aide Name (if applicable), and Reason for timesheet (Sub, Tutor, etc.)
- Employee signs the timesheet and submits at the end of the each week to Administrator/Supervisor - Employee signature attests to accurate reporting of hours worked
- Administrator/Supervisor signs and sends the timesheet to the Payroll Department at the Central Office for processing
- Timesheets, complete and signed, must arrive in the Central Office by 2:30 p.m., Tuesdays, unless notified in advance of a change in payroll processing times
- Timesheets cannot be faxed or emailed
- Administrator/Supervisor signature attests to knowledge and confirmation of hours worked
- The Payroll Department will confirm absences, hours, rates, and contractual obligations before processing