

Supplemental Pay Deadline Calendar

This guide is intended for the following group(s): Staff and Administrators

Supplemental Pay Deadline Calendar

Supplemental Pay Ticket Request Submission (30 Days Prior to Event)	Event Dates	Employee Time Entry / Program Confirmation Deadline	Supervisor Approval Deadline	PayCheck Date
Tuesday, March 10, 2026	April 10 - May 10	Monday, May 11, 2026	Tuesday, May 12, 2026	Friday, May 29, 2026
Friday, April 10, 2026	May 11 - June 10	Thursday, June 11, 2026	Monday, June 15, 2026	Tuesday, June 30, 2026
Monday, May 11, 2026	June 11 - July 8	Thursday, July 9, 2026	Monday, July 13, 2026	Friday, July 31, 2026
Tuesday, June 9, 2026	July 9 - August 10	Tuesday, August 11, 2026	Wednesday, August 12, 2026	Monday, August 31, 2026
Monday, July 13, 2026	August 11 - September 10	Friday, September 11, 2026	Monday, September 14, 2026	Wednesday, September 30, 2026
Tuesday, August 11, 2026	September 11 - October 12	Tuesday, October 13, 2026	Wednesday, October 14, 2026	Friday, October 30, 2026
Tuesday, September 15, 2026	October 13 - November 5	Friday, November 6, 2026	Monday, November 9, 2026	Monday, November 30, 2026
Tuesday, October 6, 2026	November 6 - December 3	Friday, December 4, 2026	Monday, December 7, 2026	Wednesday, December 30, 2026
Thursday, November 5, 2026	December 2 - January 6	Thursday, January 7, 2027	Friday, January 8, 2027	Friday, January 29, 2027
Tuesday, December 8, 2026	January 7 - February 9	Wednesday, February 10, 2027	Thursday, February 11, 2027	Friday, February 26, 2027
Monday, January 11, 2027	February 10 - March 7	Monday, March 8, 2027	Tuesday, March 9, 2027	Wednesday, March 31, 2027
Wednesday, February 10, 2027	March 8 - April 12	Tuesday, April 13, 2027	Wednesday, April 14, 2027	Friday, April 30, 2027
Monday, March 15, 2027	April 13 - May10	Tuesday, May 11, 2027	Wednesday, May 12, 2027	Monday, May 31, 2027

Staff Training Information

- To learn how to utilize the app, please register in Net Connect and complete the training.
 - Log into ClassLink
 - Navigate to NetConnect
 - Register for Course #16153, Supplemental Pay App Training for Faculty & Staff

2. After you have learned how to submit your time using the app, please follow the instructions provided during the training to submit the time for which your principal has requested payment.
 - Login to ClassLink
 - Navigate to Supplemental Pay
 - Confirm/Enter your work/time at the end of each day worked. If you worked prior to the day you are entering time, follow the direction provided in the training or from the [Knowledge Base Article](#) for **Submitting for a Previous Date**.

Program Administrator Information

1. If you have not yet attended the Admin Supplemental Pay training, please sign up for course #16095 in NetConnect and complete.
2. Approve all time entered/confirmed daily.

Once all work is entered/confirmed, and approved by the Supervisor Approval Deadline, the supplement will be included in the paycheck on the date indicated in the chart above.