



Payroll Schedule 2025-2026

Welcome to the 2025–2026 school year!

We are excited to have you as part of the RMA team.

As we begin the year, we want to provide some important information regarding your pay schedule and how your salary is structured.

- **First Pay Date – Mark Your Calendar: September 15, 2025**

If you begin work in **August**, please note that your **first paycheck will be issued on September 15, 2025**.

RMA pays on a **semi-monthly schedule**, and the payroll for August will be processed and paid out on that September 15th date. There are **no payroll disbursements in August**, even if you begin work during that month.

- **What is an Annualized Salary?**

RMA uses an **annualized salary structure**, meaning your total salary for the year is divided evenly over **24 pay periods**, regardless of how many working days fall within each pay period.

For example, if your contract states an annual salary of \$48,000, you will receive **\$2,000 per pay period**, twice a month (on the 15th and 30th). This provides a predictable and consistent paycheck amount throughout the year, even during breaks or months with fewer workdays.

- **What is a Prorated Salary?**

If your start date falls after the beginning of the official school calendar or you are working a shortened contract, your annualized salary will be **prorated**. This means your total pay will be adjusted based on the number of days you are actually scheduled to work and then divided evenly across the remaining pay periods in the year. This ensures fairness and consistency, while still aligning with our semi-monthly pay model.

- **2025–2026 Pay Dates**

Payroll Schedule			
#	Pay Date	#	Pay Date
1	9/15/2025	2	9/30/2025
3	10/15/2025	4	10/30/2025
5	11/14/2025	6	11/28/2025
7	12/15/2025	8	12/30/2025
9	1/15/2026	10	1/30/2026
11	2/13/2026	12	2/27/2026
13	3/13/2026	14	3/27/2026



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15	4/15/2026	16	4/30/2026
17	5/15/2026	18	5/29/2026
19	6/15/2026	20	6/30/2026
21	7/15/2026	22	7/30/2026
23	8/14/2026	24	8/28/2026

Reminder: When a payday falls on a weekend or holiday, pay will be issued on the **preceding Friday**.

A full payroll calendar will be posted on the **HR SharePoint site** in **August**.

If you have questions about your pay, your contract, or how payroll is calculated, please reach out to the HR team at any time. We're here to support you and ensure you have the information you need.

Thank you for choosing to serve at RMA. We're looking forward to a great year ahead!

Warm regards,

RMA HR and Payroll Department