

PALM SPRINGS UNIFIED SCHOOL DISTRICT

FY 2024/2025 Modified Payroll Schedule

For Time Cards Only
Classified & Certificated Personnel (REGULAR)

All submitted time cards must include the signature of **both** the supervisor and the employee; full employee number or last 4 digits of Social Security number (**for new employees only**) and Payroll Period dates. Any incomplete time cards **will be returned** to the employee and paid on the next scheduled payroll cycle after the corrected time card is resubmitted to payroll. **Please remember to utilize the 24 HOUR time card drop off box located at the DAC entrance.** Any cards received **after** the "Time Cards Due in Payroll" date, will not be processed.

Please copy time card prior to submitting

LATE TIME CARDS WILL BE PROCESSED AND PAID THE FOLLOWING PAYROLL.
NO EXCEPTIONS WILL BE MADE.

MONTH		PAYROLL NUMBER	PAY PERIOD	TIME CARDS DUE IN PAYROLL	WARRANT DISTRIBUTION
JULY		1M	6/11/24 - 7/10/24	July 11	July 31
AUGUST		2M	7/11/24 - 8/10/24	August 12	August 30
SEPTEMBER		3M	8/11/24 - 9/10/24	September 11	September 30
OCTOBER		4M	9/11/24 - 10/10/24	October 11	October 31
NOVEMBER		5M	10/11/24 - 11/10/24	November 12	November 27
DECEMBER	CL CE	6M	11/11/24 - 12/10/24	December 11	December 27
		6S	11/11/24 - 12/10/24	December 11	January 02
JANUARY		7M	12/11/24 - 1/10/25	January 13	January 31
FEBRUARY		8M	1/11/25 - 2/10/25	February 11	February 28
MARCH		9M	2/11/25 - 3/10/25	March 11	March 31
APRIL		10M	3/11/25 - 4/10/25	April 11	April 30
MAY		11M	4/11/25 - 5/10/25	May 12	May 30
JUNE		12M	5/11/25 - 6/10/25	June 11	June 30