

PALM SPRINGS UNIFIED SCHOOL DISTRICT

FY 2024/2025 Modified Payroll Schedule

For Time Cards Only **Classified & Certificated Substitutes**

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	1A	6/6/24 - 7/5/24	July 5	July 19
AUGUST	2A	7/6/24 - 8/5/24	August 6	August 20
SEPTEMBER	3A	8/6/24 - 9/5/24	September 6	September 20
OCTOBER	4A	9/6/24 - 10/5/24	October 7	October 18
NOVEMBER	5A	10/6/24 - 11/5/24	November 6	November 20
DECEMBER	6A	11/6/24 - 12/5/24	December 6	December 20
JANUARY	7A	12/6/24 - 1/5/25	January 6	January 17
FEBRUARY	8A	1/6/25 - 2/5/25	February 6	February 20
MARCH	9A	2/6/25 - 3/5/25	March 6	March 20
APRIL	10A	3/6/25 - 4/5/25	April 7	April 18
MAY	11A	4/6/25 - 5/5/25	May 6	May 20
JUNE	12A	5/6/25 - 6/5/25	June 6	June 20