

PALM SPRINGS UNIFIED SCHOOL DISTRICT

FY 2025/2026 Modified Payroll Schedule

For Electronic Time Cards Only

Classified & Certificated Personnel (REGULAR)

All electronic time cards must include the signature of **both** the supervisor and the employee; full employee number 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. Any cards received in the payroll queue **after** the "Time Cards Due in Payroll" date, will not be processed until the following payroll.

***All employees can track time cards that have been submitted by clicking the link that is sent to their psud email after submission.**

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
SUMMER SCHOOL		12P	06/11/25 - 06/30/25	JUNE 30	July 16
JULY		1M	7/1/25 - 7/10/25	July 11	July 31
AUGUST		2M	7/11/25 - 8/10/25	August 11	August 29
SEPTEMBER		3M	8/11/25 - 9/10/25	September 11	September 30
OCTOBER		4M	9/11/25 - 10/10/25	October 13	October 31
NOVEMBER		5M	10/11/25 - 11/10/25	November 12	November 26
DECEMBER	CL	6M	11/11/25 - 12/10/25	December 11	December 29
	CE	6S	11/11/25 - 12/10/25	December 11	January 02
JANUARY		7M	12/11/25 - 1/10/26	January 12	January 30
FEBRUARY		8M	1/11/26 - 2/10/26	February 11	February 27
MARCH		9M	2/11/26 - 3/10/26	March 11	March 31
APRIL		10M	3/11/26 - 4/10/26	April 13	April 30
MAY		11M	4/11/26 - 5/10/26	May 12	May 29
JUNE		12M	5/11/26 - 6/10/26	June 11	June 30