

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 | 06/09/25 - 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 |