

PALM SPRINGS UNIFIED SCHOOL DISTRICT

**FY 2025/2026 Modified Payroll Schedule**

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

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	6/9/25 - 6/30/25	JUNE 30	July 17
JULY	1A	7/1/25 - 7/5/25	July 7	July 18
AUGUST	2A	7/6/25 - 8/5/25	August 6	August 20
SEPTEMBER	3A	8/6/25 - 9/5/25	September 8	September 19
OCTOBER	4A	9/6/25 - 10/5/25	October 6	October 20
NOVEMBER	5A	10/6/25 - 11/5/25	November 6	November 20
DECEMBER	6A	11/6/25 - 12/5/25	December 5	December 19
JANUARY	7A	12/6/25 - 1/5/26	January 6	January 20
FEBRUARY	8A	1/6/26 - 2/5/26	February 6	February 20
MARCH	9A	2/6/26 - 3/5/26	March 6	March 20
APRIL	10A	3/6/26 - 4/5/26	April 6	April 20
MAY	11A	4/6/26 - 5/5/26	May 6	May 20
JUNE	12A	5/6/26 - 6/5/26	June 5	June 18