



Hemet Unified School District

2023 - 2024 PAYROLL SCHEDULE

PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **4:30 PM** ON THE **DUE DATE**

PERMANENT DISTRICT EMPLOYEES						
MONTH	PAYROLL NUMBER	PAYROLL FOR	PAY PERIOD	EXTRA DUTY PAY PERIOD	EXTRA DUTY DUE DATE	DISTRIBUTION DATE
JULY	1M	MONTHLY	07/01 - 07/31	06/01 - 06/30	07/10/23	07/31/23
AUGUST	2M	MONTHLY	08/01 - 08/31	07/01 - 07/31	08/10/23	08/31/23
SEPTEMBER	3M	MONTHLY	09/01 - 09/30	08/01 - 08/31	09/08/23	09/29/23
OCTOBER	4M	MONTHLY	10/01 - 10/31	09/01 - 09/30	10/10/23	10/31/23
NOVEMBER	5M	MONTHLY	11/01 - 11/30	10/01 - 10/31	11/07/23	11/30/23
DECEMBER	6M	MONTHLY (CLASSIFIED)	12/01 - 12/31	11/01 - 11/30	12/06/23	12/28/23
DECEMBER	6S	MONTHLY (CERTIFICATED)	12/01 - 12/31	11/01 - 11/30	12/06/23	01/03/24
JANUARY	7M	MONTHLY	01/01 - 01/31	12/01 - 12/31	01/10/24	01/31/24
FEBRUARY	8M	MONTHLY	02/01 - 02/29	01/01 - 01/31	02/09/24	02/29/24
MARCH	9M	MONTHLY	03/01 - 03/31	02/01 - 02/29	03/11/24	03/29/24
APRIL	10M	MONTHLY	04/01 - 04/30	03/01 - 03/31	04/10/24	04/30/24
MAY	11M	MONTHLY	05/01 - 05/31	04/01 - 04/30	05/10/24	05/31/24
JUNE	12M	MONTHLY	06/01 - 06/30	05/01 - 05/31	06/07/24	06/28/24

CLASSIFIED PAID MONTHS: 12 Month, 11 Month, 10.75 Month, 10.5 Month, Adult Ed 11 Month, Confidential = JULY - JUNE (1M-12M)
 School Session, Classified Specialty Fields, 10 Month, ELOP 11 Month, Adult Ed Campus Supervisor II = AUGUST - JUNE (2M-12M)

SUBSTITUTE & HOURLY EMPLOYEES					
<i>Includes: Substitute, Students and Tutors</i>					
MONTH	PAYROLL NUMBER	PAYROLL FOR	WORK PERIOD	TIME CARD DUE DATE	DISTRIBUTION DATE
JULY	1A	SUBSTITUTES / STUDENTS / TUTORS	06/01 - 06/30	07/05/23	07/20/23
AUGUST	2A	SUBSTITUTES / STUDENTS / TUTORS	07/01 - 07/31	08/04/23	08/18/23
SEPTEMBER	3A	SUBSTITUTES / STUDENTS / TUTORS	08/01 - 08/31	09/05/23	09/20/23
OCTOBER	4A	SUBSTITUTES / STUDENTS / TUTORS	09/01 - 09/30	10/05/23	10/20/23
NOVEMBER	5A	SUBSTITUTES / STUDENTS / TUTORS	10/01 - 10/31	11/06/23	11/20/23
DECEMBER	6A	SUBSTITUTES / STUDENTS / TUTORS	11/01 - 11/30	12/04/23	12/20/23
JANUARY	7A	SUBSTITUTES / STUDENTS / TUTORS	12/1 - 12/31	01/05/24	01/19/24
FEBRUARY	8A	SUBSTITUTES / STUDENTS / TUTORS	01/01 - 01/31	02/05/24	02/20/24
MARCH	9A	SUBSTITUTES / STUDENTS / TUTORS	02/01 - 02/29	03/04/24	03/20/24
APRIL	10A	SUBSTITUTES / STUDENTS / TUTORS	03/01 - 03/31	04/05/24	04/19/24
MAY	11A	SUBSTITUTES / STUDENTS / TUTORS	04/01 - 04/30	05/06/24	05/20/24
JUNE	12A	SUBSTITUTES / STUDENTS / TUTORS	05/01 - 05/31	06/05/24	06/20/24

NOTE TO ALL EMPLOYEES: Late time cards will be paid on the employee's next available payroll cycle.

Each time card must be fully completed and submitted *after* work is performed. Incomplete time cards may not be paid.

Do not hold time cards - the District is assessed penalties and interest for late payroll reporting to retirement.

Out of cycle payrolls will be flat taxed per IRS Regulations. Please ensure the mailing address on your paystub is correct.

All live checks and direct deposit paystubs are mailed directly from the County - No exceptions.