



# Hemet Unified School District

## 2024 - 2025 PAYROLL SCHEDULE

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

<b>PERMANENT DISTRICT EMPLOYEES</b>						
<b>MONTH</b>	<b>PAYROLL NUMBER</b>	<b>PAYROLL FOR</b>	<b>PAY PERIOD</b>	<b>EXTRA DUTY PAY PERIOD</b>	<b>EXTRA DUTY DUE DATE</b>	<b>DISTRIBUTION DATE</b>
JULY	1M	MONTHLY	07/01 - 07/31	06/01 - 06/30	07/09/24	07/31/24
AUGUST	2M	MONTHLY	08/01 - 08/31	07/01 - 07/31	08/09/24	08/30/24
SEPTEMBER	3M	MONTHLY	09/01 - 09/30	08/01 - 08/31	09/09/24	09/30/24
OCTOBER	4M	MONTHLY	10/01 - 10/31	09/01 - 09/30	10/09/24	10/31/24
NOVEMBER	5M	MONTHLY	11/01 - 11/30	10/01 - 10/31	11/06/24	11/27/24
DECEMBER	6M	MONTHLY <b>(CLASSIFIED)</b>	12/01 - 12/31	11/01 - 11/30	12/04/24	12/27/24
DECEMBER	6S	MONTHLY <b>(CERTIFICATED)</b>	12/01 - 12/31	11/01 - 11/30	12/04/24	01/02/25
JANUARY	7M	MONTHLY	01/01 - 01/31	12/01 - 12/31	01/09/25	01/31/25
FEBRUARY	8M	MONTHLY	02/01 - 02/28	01/01 - 01/31	02/10/25	02/28/25
MARCH	9M	MONTHLY	03/01 - 03/31	02/01 - 02/29	03/10/25	03/31/25
APRIL	10M	MONTHLY	04/01 - 04/30	03/01 - 03/31	04/09/25	04/30/25
MAY	11M	MONTHLY	05/01 - 05/31	04/01 - 04/30	05/09/25	05/30/25
JUNE	12M	MONTHLY	06/01 - 06/30	05/01 - 05/31	06/09/25	06/30/25

***CLASSIFIED PAID MONTHS:** 12 Month, 11 Month, 10.75 Month, 10.5 Month, Confidential = JULY - JUNE (1M-12M)  
School Session, Specialty Fields, 10 Month, ELOP 11 Month, Preschool Teacher = AUGUST - JUNE (2M-12M)*

<b>SUBSTITUTE &amp; HOURLY EMPLOYEES</b>					
<i>Includes: Substitute, Students and Tutors</i>					
<b>MONTH</b>	<b>PAYROLL NUMBER</b>	<b>PAYROLL FOR</b>	<b>WORK PERIOD</b>	<b>TIME CARD DUE DATE</b>	<b>DISTRIBUTION DATE</b>
JULY	1A	SUBSTITUTES / STUDENTS / TUTORS	06/01 - 06/30	07/05/24	07/19/24
AUGUST	2A	SUBSTITUTES / STUDENTS / TUTORS	07/01 - 07/31	08/05/24	08/20/24
SEPTEMBER	3A	SUBSTITUTES / STUDENTS / TUTORS	08/01 - 08/31	09/05/24	09/20/24
OCTOBER	4A	SUBSTITUTES / STUDENTS / TUTORS	09/01 - 09/30	10/04/24	10/18/24
NOVEMBER	5A	SUBSTITUTES / STUDENTS / TUTORS	10/01 - 10/31	11/05/24	11/20/24
DECEMBER	6A	SUBSTITUTES / STUDENTS / TUTORS	11/01 - 11/30	12/04/24	12/20/24
JANUARY	7A	SUBSTITUTES / STUDENTS / TUTORS	12/1 - 12/31	01/06/25	01/17/25
FEBRUARY	8A	SUBSTITUTES / STUDENTS / TUTORS	01/01 - 01/31	02/05/25	02/20/25
MARCH	9A	SUBSTITUTES / STUDENTS / TUTORS	02/01 - 02/28	03/05/25	03/20/25
APRIL	10A	SUBSTITUTES / STUDENTS / TUTORS	03/01 - 03/31	04/04/25	04/18/25
MAY	11A	SUBSTITUTES / STUDENTS / TUTORS	04/01 - 04/30	05/05/25	05/20/25
JUNE	12A	SUBSTITUTES / STUDENTS / TUTORS	05/01 - 05/31	06/05/25	06/20/25

**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.