



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

C3 PAYROLL

JULY 2025 THROUGH JUNE 2026

CLASSIFIED HOURLY, SUBSTITUTES/STUDENTS/SPECIAL SERVICES/NON-MERIT

ELECTRONIC TIMESHEET SUBMISSIONS ONLY – DO NOT SUBMIT PAPER

- Do not duplicate submission of a timesheet unless specifically asked to do so by a member of the Payroll Team.

Payroll Period	Time Sheets Due to Payroll (Deadline 1pm)	Issue date
July 1 through July 31 2025	7/29/2025	8/8/2025
August 1 through August 31 2025	8/29/2025	9/10/2025
September 1 through September 30 2025	9/30/2025	10/10/2025
October 1 through October 31 2025	10/29/2025	11/10/2025
November 1 through November 30 2025	11/28/2025	12/10/2025
December 1 through December 31 2025	12/29/2025	1/9/2026
January 1 through January 31 2026	1/30/2026	2/10/2026
February 1 through February 28 2026	2/27/2026	3/10/2026
March 1 through March 31 2026	3/31/2026	4/10/2026
April 1 through April 30 2026	4/30/2026	5/8/2026
May 1 through May 31 2026	5/29/2026	6/10/2026
June 1 through June 30 2026	6/30/2026	7/10/2026
July 1 through July 31 2026	7/30/2026	8/10/2026

TIMEKEEPERS PLEASE NOTE:

Classified Substitutes at your site when timesheets are due should turn in their timesheets to the site timekeeper to be sent into payroll as usual. Do not return the timesheet to the employee for self-submission. Please ensure timesheets are totaled and signed before submission.