Memorandum

PERRIS UNION HIGH SCHOOL DISTRICT

To: All Certificated and Classified Employees

From: Dr. Marguerite Williams, Assistant Superintendent, Business Services

Date: March 16, 2026

Re: Updated 2025-26 Monthly Payroll Schedule

As we embark on a new school year, there are a few important details we would like for you to keep in mind regarding timesheets. **All timesheets must be submitted on time and fully completed - no exceptions.** It is essential that every employee adheres to the established payroll deadlines. Incomplete or late timecards cause significant delays and jeopardize the ability to process payroll accurately and on schedule.

Our Payroll Department operates under strict deadlines set by the Riverside County Office of Education, with no flexibility for extensions. To support their efforts and ensure timely and accurate payroll processing, it is essential that all staff adhere to the deadlines listed below.

Payroll Month	Timesheet Pay Period	Timesheet Due to Site Secretary	Pay Date
April	03/01/2026 - 03/31/2026	**03/27/2026**	04/30/2026
May	04/01/2026 - 04/30/2026	**04/30/2026**	05/29/2026
June	05/01/2026 - 05/31/2026	**05/29/2026**	06/30/2026
July	06/01/2026 - 06/30/2026	**06/30/2026**	07/31/2026

To ensure accurate and timely payroll processing, all extra duty and overtime timesheets must be submitted by the established deadlines. **Late submissions will result in a delay in payment and may be processed in the subsequent pay period.** Please plan accordingly to avoid delay.

We appreciate your cooperation and attention to this important matter. If you have any questions regarding timecard procedures or deadlines, please contact the Payroll Department at DO-Payroll@puhsd.org.