

PALM SPRINGS UNIFIED SCHOOL DISTRICT

FY 2026/2027 Modified Payroll Schedule

For Electronic Time Cards Only

Classified & Certificated Personnel (REGULAR)

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 psusd 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	06/11/26 - 06/30/26	JUNE 30	July 17
JULY		1M	7/1/26 - 7/10/26	July 10	July 31
AUGUST		2M	7/11/26 - 8/10/26	August 11	August 31
SEPTEMBER		3M	8/11/26 - 9/10/26	September 11	September 30
OCTOBER		4M	9/11/26 - 10/10/26	October 12	October 30
NOVEMBER		5M	10/11/26 - 11/10/26	November 12	November 30
DECEMBER	CL	6M	11/11/26 - 12/10/26	December 11	December 30
	CE	6S	11/11/26 - 12/10/26	December 11	January 04
JANUARY		7M	12/11/26 - 1/10/27	January 11	January 29
FEBRUARY		8M	1/11/27 - 2/10/27	February 11	February 26
MARCH		9M	2/11/27 - 3/10/27	March 11	March 31
APRIL		10M	3/11/27 - 4/10/27	April 12	April 30
MAY		11M	4/11/27 - 5/10/27	May 11	May 28
JUNE		12M	5/11/27 - 6/10/27	June 11	June 30