

PALM SPRINGS UNIFIED SCHOOL DISTRICT

FY 2026/2027 Modified Payroll Schedule

For Electronic Time Cards Only
Classified & Certificated Substitutes

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	6/8/26 - 6/30/26	JUNE 30	July 16
JULY	1A	7/1/26 - 7/5/26	July 6	July 20
AUGUST	2A	7/6/26 - 8/5/26	August 6	August 20
SEPTEMBER	3A	8/6/26 - 9/5/26	September 7	September 18
OCTOBER	4A	9/6/26 - 10/5/26	October 6	October 20
NOVEMBER	5A	10/6/26 - 11/5/26	November 6	November 20
DECEMBER	6A	11/6/26 - 12/5/26	December 7	December 18
JANUARY	7A	12/6/26 - 1/5/27	January 6	January 20
FEBRUARY	8A	1/6/27 - 2/5/27	February 8	February 19
MARCH	9A	2/6/27 - 3/5/27	March 8	March 19
APRIL	10A	3/6/27 - 4/5/27	April 6	April 20
MAY	11A	4/6/27 - 5/5/27	May 6	May 20
JUNE	12A	5/6/27 - 6/5/27	June 7	June 17