Lake Elsinore Unified School District

2026 - 2027 PERMANENT EXTRA DUTY PAYROLL SCHEDULE

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

MONTH	EXTRA DUTY PAY PERIOD	DUE TO PAYROLL	PAY DATE
JULY	06/01 - 06/30	07/06/26	07/31/26
AUGUST	07/01 - 07/31	08/05/26	08/31/26
SEPTEMBER	08/01 - 08/31	09/08/26	09/30/26
OCTOBER	09/01 - 09/30	10/05/26	10/30/26
NOVEMBER	10/01 - 10/31	11/05/26	11/30/26
DECEMBER	11/01 - 11/30	12/07/26	01/04/27
JANUARY	12/01 - 12/31	01/05/27	01/29/27
FEBRUARY	01/01 - 01/31	02/05/27	02/26/27
MARCH	02/01 - 02/28	03/05/27	03/31/27
APRIL	03/01 - 03/31	04/05/27	04/30/27
MAY	04/01 - 04/30	05/05/27	05/28/27
JUNE	05/01 - 05/31	06/07/27	06/30/27
JULY	06/01 - 06/30	07/06/27	07/30/27

NOTE: LATE TIMESHEETS WILL BE PAID ON THE EMPLOYEE'S NEXT PAY DATE.
PLEASE DO NOT HOLD ON TO TIMESHEETS – THE DISTRICT IS ASSESSED PENALTIES & INTEREST FOR LATE REPORTING.

Each timesheet must be signed by the employee and approved by a supervisor for payroll processing.