



Hemet Unified School District

2026 - 2027 PAYROLL SCHEDULE

ALL TIME CARDS MUST BE RECEIVED IN PAYROLL BY **4:30 PM** ON THE **DUE DATE**

PERMANENT DISTRICT EMPLOYEES						
MONTH	PAYROLL NUMBER	PAYROLL FOR	PAY PERIOD	EXTRA DUTY PAY PERIOD	EXTRA DUTY DUE DATE	PAY DATE
JULY	1M	MONTHLY	07/01 - 07/31	06/01 - 06/30	07/08/26	07/31/26
AUGUST	2M	MONTHLY	08/01 - 08/31	07/01 - 07/31	08/07/26	08/31/26
SEPTEMBER	3M	MONTHLY	09/01 - 09/30	08/01 - 08/31	09/08/26	09/30/26
OCTOBER	4M	MONTHLY	10/01 - 10/31	09/01 - 09/30	10/07/26	10/30/26
NOVEMBER	5M	MONTHLY	11/01 - 11/30	10/01 - 10/31	11/03/26	11/30/26
DECEMBER	6M	MONTHLY (CLASSIFIED)	12/01 - 12/31	11/01 - 11/30	12/02/26	12/30/26
DECEMBER	6S	MONTHLY (CERTIFICATED)	12/01 - 12/31	11/01 - 11/30	12/02/26	01/04/27
JANUARY	7M	MONTHLY	01/01 - 01/31	12/01 - 12/31	01/06/27	01/29/27
FEBRUARY	8M	MONTHLY	02/01 - 02/28	01/01 - 01/31	02/03/27	02/26/27
MARCH	9M	MONTHLY	03/01 - 03/31	02/01 - 02/28	03/08/27	03/31/27
APRIL	10M	MONTHLY	04/01 - 04/30	03/01 - 03/31	04/08/27	04/30/27
MAY	11M	MONTHLY	05/01 - 05/31	04/01 - 04/30	05/06/27	05/28/27
JUNE	12M	MONTHLY	06/01 - 06/30	05/01 - 05/31	06/07/27	06/30/27
JULY	1M	MONTHLY	07/01 - 07/31	06/01 - 06/30	07/07/27	07/30/27

SUBSTITUTE AND HOURLY EMPLOYEES					
MONTH	PAYROLL NUMBER	PAYROLL FOR	TIME CARD PAY PERIOD	TIME CARD DUE DATE	PAY DATE
JULY	1A	SUBSTITUTES / STUDENTS / TUTORS	06/01 - 06/30	07/06/26	07/20/26
AUGUST	2A	SUBSTITUTES / STUDENTS / TUTORS	07/01 - 07/31	08/05/26	08/20/26
SEPTEMBER	3A	SUBSTITUTES / STUDENTS / TUTORS	08/01 - 08/31	09/03/26	09/18/26
OCTOBER	4A	SUBSTITUTES / STUDENTS / TUTORS	09/01 - 09/30	10/05/26	10/20/26
NOVEMBER	5A	SUBSTITUTES / STUDENTS / TUTORS	10/01 - 10/31	11/03/26	11/20/26
DECEMBER	6A	SUBSTITUTES / STUDENTS / TUTORS	11/01 - 11/30	12/02/26	12/18/26
JANUARY	7A	SUBSTITUTES / STUDENTS / TUTORS	12/01 - 12/31	01/04/27	01/20/27
FEBRUARY	8A	SUBSTITUTES / STUDENTS / TUTORS	01/01 - 01/31	02/03/27	02/19/27
MARCH	9A	SUBSTITUTES / STUDENTS / TUTORS	02/01 - 02/28	03/03/27	03/19/27
APRIL	10A	SUBSTITUTES / STUDENTS / TUTORS	03/01 - 03/31	04/05/27	04/20/27
MAY	11A	SUBSTITUTES / STUDENTS / TUTORS	04/01 - 04/30	05/05/27	05/20/27
JUNE	12A	SUBSTITUTES / STUDENTS / TUTORS	05/01 - 05/31	06/02/27	06/17/27
JULY	1A	SUBSTITUTES / STUDENTS / TUTORS	06/01 - 06/30	07/02/27	07/20/27

NOTE TO ALL EMPLOYEES: To meet the Payroll **Due Date**, please confirm and follow your site or department's internal deadline.

Each time card must be fully completed, including all required signatures, and submitted after the work is performed.

Incomplete time cards will not be processed. Late time cards will be paid on the employee's next payroll cycle.

Do not hold time cards - the District is assessed penalties and interest for late payroll reporting to retirement systems.

Out of cycle payrolls will be flat taxed per IRS Regulations. Please ensure the mailing address on your paycheck is correct.

All live checks and direct deposit paystubs are mailed directly from the County Office of Education. No exceptions.