

HEMET UNIFIED SCHOOL DISTRICT PAYROLL SCHEDULE  
2008-2009

**CLASSIFIED SALARIED AND ALL CERTIFICATED PERSONNEL**

MONTH	PR#	ATTENDANCE PERIOD	DUE DATE	DISTRIBUTION
JULY	1M	07/01-07/15	7/15/2008	7/31/2008
AUGUST	2M	07/16-08/15	8/14/2008	8/29/2008
SEPTEMBER	3M	08/16-09/15	9/15/2008	9/30/2008
OCTOBER	4M	09/16-10/15	10/15/2008	10/31/2008
NOVEMBER	5M	10/16-11/15	11/10/2008	11/26/2008
DECEMBER	6M	11/16-12/15	12/10/2008	12/30/08 M
DECEMBER	6S	11/16-12/15	12/11/2008	1/2/09 S
JANUARY	7M	12/16-01/15	1/14/2009	1/30/2009
FEBRUARY	8M	01/16-02/15	2/11/2009	2/27/2009
MARCH	9M	02/16-03/15	3/13/2009	3/31/2009
APRIL	10M	03/16-04/15	4/15/2009	4/30/2009
MAY	11M	04/16-05/15	5/13/2009	5/29/2009
JUNE	12M	05/16-06/15	6/15/2009	6/30/2009
JUNE	Final	06/16-06/30	6/15/2009	TBA

Classified  
Certificated

**CERTIFICATED SUBSTITUTE TIMESHEETS ARE DUE ON THE 15TH**

The check received at the end of the month reflects payment for that entire month.

Attendance Period is recorded from the 16th of the prior month thru the 15th of the current month. (See Above Schedule)

**CLASSIFIED HOURLY / DAILY PERSONNEL**

MONTH	PR#	ATTENDANCE PERIOD	DUE DATE	DISTRIBUTION
JULY	1A	07/01-07/10	7/8/2008	7/18/2008
AUGUST	2A	07/11-08/10	8/8/2008	8/20/2008
SEPTEMBER	3A	08/11-09/10	9/9/2008	9/19/2008
OCTOBER	4A	09/11-10/10	10/8/2008	10/20/2008
NOVEMBER	5A	10/11-11/10	11/6/2008	11/20/2008
DECEMBER	6A	11/11-12/10	12/9/2008	12/19/2008
JANUARY	7A	12/11-01/10	1/7/2009	1/20/2009
FEBRUARY	8A	01/11-02/10	2/9/2009	2/20/2009
MARCH	9A	02/11-03/10	3/10/2009	3/20/2009
APRIL	10A	03/11-04/10	4/3/2009	4/20/2009
MAY	11A	04/11-05/10	5/8/2009	5/20/2009
JUNE	12A	05/11-06/10	6/9/2009	6/19/2009
JUNE	Final	06/11-06/30	6/30/2009	TBA

**CLASSIFIED SUBSTITUTE TIMESHEETS ARE DUE ON THE 10TH**

**REMINDER: TIMECARDS MUST BE RECEIVED IN PAYROLL BY 5:00 PM ON THE DUE DATE.**

**LATE TIMECARDS WILL NOT BE PAID UNTIL THE NEXT MONTH.**

A time card or time sheet MUST be submitted for every pay period worked, even if you worked only one day in the pay period.

Each time sheet must be signed. If you wish to pick up your check at the District Office on the distribution date, you may pick it up only between **1:00 p.m.** and **2:30 p.m.** After the distribution time, any checks not claimed will be mailed.

Please call Payroll with questions.