

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
MONTHLY EMPLOYEES PAYROLL INFORMATION
JULY 2023 - JUNE 2024**

Month	Pay Period	Time Cards due in Payroll Office by 4:30 pm	Payday	Checks Available At:	Payroll
JULY	07/01-07/31	07/10/23	07/31/23	CHECKS WILL BE MAILED	01M
AUGUST	08/01-08/31	08/10/23	08/31/23	CHECKS WILL BE MAILED	02M
SEPTEMBER	09/01-09/30	09/08/23	09/29/23	CHECKS WILL BE MAILED	03M
OCTOBER	10/01-10/31	10/10/23	10/31/23	CHECKS WILL BE MAILED	04M
NOVEMBER	11/01-11/30	11/09/23	11/30/23	CHECKS WILL BE MAILED	05M
DECEMBER	12/01-12/31	12/08/23	12/28/23	CLASSIFIED EMPLOYEES ONLY- ALL CHECKS WILL BE MAILED	06M
	12/01-12/31	12/08/23	01/03/24	CERTIFICATED EMPLOYEES ONLY- ALL CHECKS WILL BE MAILED	06S
JANUARY	01/01-01/31	01/10/24	01/31/24	CHECKS WILL BE MAILED	07M
FEBRUARY	02/01-02/28	02/09/24	02/29/24	CHECKS WILL BE MAILED	08M
MARCH	03/01-03/31	03/08/24	03/29/24	CHECKS WILL BE MAILED	09M
APRIL	04/01-04/30	04/10/24	04/30/24	CHECKS WILL BE MAILED	10M
MAY	05/01-05/31	05/10/24	05/31/24	CHECKS WILL BE MAILED	11M
JUNE	06/01-06/30	06/10/24	06/28/24	CHECKS WILL BE MAILED	12M

Each employee is responsible for submitting his/her extra duty and/or overtime card to the Payroll Department by the deadline stated above. Each timecard must include your employee number which can be found on your paystub