

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
MONTHLY EMPLOYEES PAYROLL INFORMATION
JULY 2024 - JUNE 2025**

Month	Pay Period	Time Cards due in Payroll Office by 4:30 pm	Payday	Checks Available At:	Payroll
JULY	07/01-07/31	07/10/24	07/31/24	CHECKS WILL BE MAILED	01M
AUGUST	08/01-08/31	08/09/24	08/30/24	CHECKS WILL BE MAILED	02M
SEPTEMBER	09/01-09/30	09/10/24	09/30/24	CHECKS WILL BE MAILED	03M
OCTOBER	10/01-10/31	10/10/24	10/31/24	CHECKS WILL BE MAILED	04M
NOVEMBER	11/01-11/30	11/08/24	11/27/24	CHECKS WILL BE MAILED	05M
DECEMBER	12/01-12/31	12/10/24	12/27/24	CLASSIFIED EMPLOYEES ONLY- ALL CHECKS WILL BE MAILED	06M
	12/01-12/31	12/10/24	01/02/25	CERTIFICATED EMPLOYEES ONLY- ALL CHECKS WILL BE MAILED	06S
JANUARY	01/01-01/31	01/10/25	01/31/25	CHECKS WILL BE MAILED	07M
FEBRUARY	02/01-02/28	02/10/25	02/28/25	CHECKS WILL BE MAILED	08M
MARCH	03/01-03/31	03/10/25	03/31/25	CHECKS WILL BE MAILED	09M
APRIL	04/01-04/30	04/10/25	04/30/25	CHECKS WILL BE MAILED	10M
MAY	05/01-05/31	05/09/25	05/30/25	CHECKS WILL BE MAILED	11M
JUNE	06/01-06/30	06/10/25	06/30/25	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