

Mt. San Jacinto College

Timesheet Due/Pay Date Schedules

July 2024 - June 2025

"M" PAYROLL (Certificated Substitutes, Hourly Certificated, Professional Experts, Stipends and Special Projects)

Payroll Number	Time Sheet Start Date	Time Sheet End Date	F/T/F/Leau Sheet Final Approval	Time Sheet Due to Payroll	Pay Date
1M	7/1/2024	7/18/2024		7/17/2024	7/31/2024
2M	7/19/2024	8/18/2024	Fall 8/16/2024	8/16/2024	8/30/2024
3M	8/19/2024	9/18/2024		9/18/2024	9/30/2024
4M	9/19/2024	10/18/2024		10/18/2024	10/31/2024
5M*	10/19/2024	11/18/2024		11/13/2024	11/27/2024
CLASSIFIED 6M*	11/19/2024	12/18/2024		12/10/2024	12/27/2024
CERTIFICATED 6S*	11/19/2024	12/18/2024		12/10/2024	1/2/2025
7M*	12/19/2024	1/18/2025	Spring 1/17/2025	1/17/2025	1/31/2025
8M*	1/19/2025	2/18/2025		2/13/2025	2/28/2025
9M	2/19/2025	3/18/2025		3/17/2025	3/31/2025
10M	3/19/2025	4/18/2025		4/17/2025	4/30/2025
11M	4/19/2025	5/18/2025		5/16/2025	5/30/2025
12M*	5/19/2025	6/18/2025	Summer 6/17/2025	6/12/2025	6/30/2025
12P Year-End POD	6/19/2025	6/30/2025		6/26/2025	TBA

*Early Timesheet Due Date(s)-Holiday/Summer Hrs - Updated 5.9.2024 ST

ASSOCIATE FACULTY - As per ED Code 87821, Time of payment, for the first month of each semester you **MAY** be paid on or before the 10th day of the succeeding calendar month. **IF** this should happen, it will be direct deposit.

"A" PAYROLL (Classified Temporary Employee's)

Payroll Number	Time Sheet Start Date	Time Sheet End Date	Time Sheet Due to Payroll	Pay Date
1A	7/1/2024	7/11/2024	7/9/2024	7/19/2024
2A	7/12/2024	8/11/2024	8/9/2024	8/20/2024
3A	8/12/2024	9/11/2024	9/11/2024	9/20/2024
4A	9/12/2024	10/11/2024	10/10/2024	10/18/2024
5A*	10/12/2024	11/11/2024	11/8/2024	11/20/2024
6A	11/12/2024	12/11/2024	12/11/2024	12/20/2024
7A*	12/12/2024	1/11/2025	1/9/2025	1/17/2025
8A	1/12/2025	2/11/2025	2/10/2025	2/20/2025
9A	2/12/2025	3/11/2025	3/11/2025	3/20/2025
10A	3/12/2025	4/11/2025	4/10/2025	4/18/2025
11A*	4/12/2025	5/11/2025	5/12/2025	5/20/2025
12A	5/12/2025	6/11/2025	6/10/2025	6/20/2025
12P Year-End POD	6/12/2025	6/30/2025	6/26/2025	TBA

*Early Timesheet Due Date(s)-Holiday/Summer Hrs - Updated 7.15.2024 ST

"A" PAYROLL (STUDENT WORKER PROGRAM) Student
Timesheets May Be Due Earlier To Financial Aid

Payroll Number	Time Sheet Start Date	Time Sheet End Date	Time Sheet Due to Payroll	Pay Date
1A	7/1/2024	7/5/2024	7/9/2024	7/19/2024
2A	7/6/2024	8/5/2024	8/9/2024	8/20/2024
3A	8/6/2024	9/5/2024	9/11/2024	9/20/2024
4A	9/6/2024	10/5/2024	10/10/2024	10/18/2024
5A	10/6/2024	11/5/2024	11/8/2024	11/20/2024
6A	11/6/2024	12/5/2024	12/11/2024	12/20/2024
7A	12/6/2024	1/5/2025	1/9/2025	1/17/2025
8A	1/6/2025	2/2/2025	2/10/2025	2/20/2025
9A	2/6/2025	3/5/2025	3/11/2025	3/20/2025
10A	3/6/2025	4/5/2025	4/10/2025	4/18/2025
11A	4/6/2025	5/5/2025	5/12/2025	5/20/2025
12A	5/6/2025	6/5/2025	6/10/2025	6/20/2025
12A Year-End POD	6/6/2025	6/30/2025	6/26/2025	TBA

***Early Timesheet Due Date(s)-Holiday/Summer Hrs - Updated 7.15.2024 ST**

If you have any questions please call payroll at
(951)801-6862