

Mt. San Jacinto College

Timesheet Due/Pay Date Schedules

July 2025 - June 2026

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

Payroll Number	Time Sheet Start Date	Time Sheet End Date	F/F/I Load Sheet Final Approval	Time Sheet Due to Payroll	Pay Date
1M	7/1/2025	7/18/2025		7/16/2025	7/31/2025
2M	7/19/2025	8/18/2025	Fall 8/18/2025	8/18/2025	8/29/2025
3M	8/19/2025	9/18/2025		9/18/2025	9/30/2025
4M	9/19/2025	10/18/2025		10/17/2025	10/31/2025
5M*	10/19/2025	11/18/2025		11/12/2025	11/26/2025
CLASSIFIED 6M*	11/19/2025	12/18/2025		12/10/2025	12/29/2025
CERTIFICATED 6S*	11/19/2025	12/18/2025		12/10/2025	1/2/2026
7M*	12/19/2025	1/18/2026	Spring 1/16/2026	1/16/2026	1/30/2026
8M*	1/19/2026	2/18/2026		2/12/2026	2/27/2026
9M	2/19/2026	3/18/2026		3/18/2026	3/31/2026
10M	3/19/2026	4/18/2026		4/17/2026	4/30/2026
11M	4/19/2026	5/18/2026		5/15/2026	5/29/2026
12M*	5/19/2026	6/18/2026	Summer 6/16/2026	6/16/2026	6/30/2026
12P Year-End POD	6/19/2026	6/30/2026		7/1/2026	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	7/1/2025	7/11/2025	7/9/2025	7/18/2025
2A	7/12/2025	8/11/2025	8/11/2025	8/20/2025
3A	8/12/2025	9/11/2025	9/11/2025	9/19/2025
4A	9/12/2025	10/11/2025	10/9/2025	10/20/2025
5A*	10/12/2025	11/11/2025	11/10/2025	11/20/2025
6A	11/12/2025	12/11/2025	12/11/2025	12/19/2025
7A*	12/12/2025	1/11/2026	1/9/2026	1/20/2026
8A	1/12/2026	2/11/2026	2/10/2026	2/20/2026
9A	2/12/2026	3/11/2026	3/11/2026	3/20/2026
10A	3/12/2026	4/11/2026	4/10/2026	4/20/2026
11A*	4/12/2026	5/11/2026	5/11/2026	5/20/2026
12A	5/12/2026	6/11/2026	6/9/2026	6/18/2026
12P Year-End POD	6/12/2026	6/30/2026	7/1/2026	TBA

*Early Timesheet Due Date(s)-Holiday/Summer Hrs - Updated 6.5.2025 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	7/1/2025	7/5/2025	7/9/2025	7/18/2025
2A	7/6/2025	8/5/2025	8/11/2025	8/20/2025
3A	8/6/2025	9/5/2025	9/11/2025	9/19/2025
4A	9/6/2025	10/5/2025	10/9/2025	10/20/2025
5A	10/6/2025	11/5/2025	11/10/2025	11/20/2025
6A	11/6/2025	12/5/2025	12/11/2025	12/19/2025
7A	12/6/2025	1/5/2026	1/9/2026	1/20/2026
8A	1/6/2026	2/2/2026	2/10/2026	2/20/2026
9A	2/6/2026	3/5/2026	3/11/2026	3/20/2026
10A	3/6/2026	4/5/2026	4/10/2026	4/20/2026
11A	4/6/2026	5/5/2026	5/11/2026	5/20/2026
12A	5/6/2026	6/5/2026	6/9/2026	6/18/2026
12P Year-End POD	6/6/2026	6/30/2026	6/26/2026	TBA

*Early Timesheet Due Date(s)-Holiday/Summer Hrs - Updated 6.5.2025 ST

If you have any questions please call payroll at

(951)801-6862