



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

C3 PAYROLL

JULY 2024 THROUGH JUNE 2025

CLASSIFIED HOURLY, SUBSTITUTES/STUDENTS/SPECIAL SERVICES/NON-MERIT

ELECTRONIC TIMESHEET SUBMISSIONS ONLY – DO NOT SUBMIT PAPER

- Do not duplicate submission of a timesheet unless specifically asked to do so by a member of the Payroll Team.

Payroll Period	Time Sheets Due to Payroll (Deadline 1pm)	Issue date
July 1 through July 31 2024	7/29/2024	8/9/2024
August 1 through August 31 2024	8/30/2024	9/10/2024
September 1 through September 29 2024	9/30/2024	10/10/2024
October 1 through October 31 2024	10/29/2024	11/8/2024
November 1 through November 30 2024	11/26/2024	12/10/2024
December 1 through December 20 2024 (School Employees)	12/20/2024	1/10/2025
December 1 through December 31 2024 (OPS/FUD)	12/30/2024	1/10/2025
January 1 through January 31 2025	1/31/2025	2/10/2025
February 1 through February 28 2025	2/28/2025	3/10/2025
March 1 through March 31 2025	3/31/2025	4/10/2025
April 1 through April 30 2025	4/30/2025	5/9/2025
May 1 through May 31 2025	5/30/2025	6/10/2025
June 1 through June 12 2025 (School Employees)	6/13/2025	7/10/2025
June 1 through June 30 2025 (12 mo)	6/30/2025	7/10/2025
July 1 through July 31 2025	7/31/2025	8/8/2025

TIMEKEEPERS PLEASE NOTE:

Classified Substitutes at your site when timesheets are due should turn in their timesheets to the site timekeeper to be sent into payroll as usual. Do not return the timesheet to the employee for self-submission. Please ensure timesheets are totaled and signed before submission.