



Millbrae Elementary School District
 555 Richmond Drive, Millbrae, CA 94030
 650-697-5693 • 650-697-6865 (fax) • www.millbraeschooldistrict.org

**2024-2025 MILLBRAE ELEMENTARY SCHOOL DISTRICT
 PAYROLL SCHEDULE**

Pay Period	Employee Regular Earnings Pay Date *Early Release	Timesheets: Employee Extra Duty, Substitute, Other Assignment, Class Disbursement, Internal Coverage		
		Submit to Supervisor/Admin by:	Submit to Payroll by:	Timesheet Pay Date
July	07/31/24 (12 Month Only)	07/31/24	08/09/24	08/30/24
August	08/30/24 (Excludes 10 Month with last work day in June)	08/30/24	09/10/24	09/30/24
September	09/30/24	09/30/24	10/10/24	10/31/24
October	10/31/24	10/31/24	11/08/24	11/27/24
November	11/27/24	11/26/24	12/05/24	12/20/24
December	12/20/24*	12/30/24	01/10/25	01/31/25
January	01/31/25	01/31/25	02/07/25	02/28/25
February	02/28/25	02/28/25	03/10/25	03/31/25
March	03/31/25	03/31/25	04/10/25	04/30/25
April	04/30/25	04/30/25	05/09/25	05/30/25
May	05/30/25	05/30/25	06/06/25	06/30/25
June	06/16/25* (Excludes 10 Month with last work day in May)	06/30/25	07/10/25	07/25/25

Please Note:

- Any work to be performed which would require the submittal of a timesheet **MUST** be pre-approved.
- Timesheets **MUST** be submitted on a **MONTHLY** basis by the due date listed above. Due to CalSTRS and CalPERS reporting requirements, all creditable compensation must be reported in the same month in which it was earned in order to be paid and creditable without penalty.
 - For example: A timesheet submitted to Payroll in December for work performed in October, will not be paid.
- Please contact Vienna Huynh (Payroll & Benefits Specialist) at vhuynh@millbraesd.org if you have any questions regarding the payroll schedule.