

ADELANTO SCHOOL DISTRICT  
Business Services  
2016-2017 Contract Payroll Schedule

Time sheets must be received by the Payroll Office by 12 noon on the due date. Both the employee and site administrator/designee must sign time sheets for each assignment worked. Timesheets must be completed for each reporting period. ***Any time sheets received after the due dates will result in pay being delayed until the following pay date.***

Month	Reporting Period	Time Sheets due to Payroll	Pay Day
July/2016	7/1/16 ~ 7/11/16	7/13/16	7/29 & 8/1/16
August	7/12/16 ~ 8/11/16	8/15/16	8/31 & 9/1/16
September	8/12/16 ~ 9/12/16	9/14/16	9/30 & 10/3/16
October	9/13/16 ~ 10/11/16	10/13/16	10/31 & 11/1/16
November	10/12/16 ~ 11/8/16	11/10/16	11/30 & 12/1/16
December	11/9/16 ~ 12/5/16	12/7/16	12/29/16 & 1/3/17
January/16	12/6/16 ~ 1/11/17	1/13/17	1/31 & 2/1/17
February	1/12/17 ~ 2/3/17	2/7/17	2/28 & 3/1/17
March	2/4/17 ~ 3/9/17	3/13/17	3/31 & 4/3/17
April	3/10/17 ~ 4/6/17	4/10/17	4/28 & 5/1/17
May	4/07/17 ~ 5/10/17	5/12/17	5/31 & 6/1/17
June	5/11/17 ~ 6/9/17	6/13/17	6/30 & 7/3/17
June/xtra	6/10/17 ~ 6/30/17	7/3/17	7/17/17

**All Pay Warrants will be available at the work location on Pay Day.**

**\*\*\*\*TIMESHEET DUE DATES SUBJECT TO CHANGE\*\*\*\***

If you have questions, please contact the Payroll Department at (760) 246-8691  
Debbie Reynolds x 10207 Mona Montenegro x 10267