

ADELANTO SCHOOL DISTRICT  
Business Services  
2016-2017 Substitute Payroll Schedule

Certificated Substitute Timesheets & Classified Substitute Timesheets

Timesheet must be received by the Payroll Office by 12 noon on the due date. Both the employee and site supervisor must sign time cards for each assignment worked. Timesheets must be completed for each reporting period.

All Pay Warrants can be picked up at the District Office.

Month	Reporting Period	Time Cards due to Payroll	Pay Day
July	7/1/16 ~ 7/22/16	7/25/16	8/9/16
August	7/23/16 ~ 8/18/16	8/22/16	9/9/16
September	8/19/16 ~ 9/15/16	9/19/16	10/10/16
October	9/16/16 ~ 10/20/16	10/24/16	11/9/16
November	10/21/16 ~ 11/9/16	11/14/16	12/9/16
December	11/10/16 ~ 12/15/16	12/19/16	1/9/17
January/2016	12/16/16 ~ 1/19/17	1/23/17	2/9/17
February	1/20/17 ~ 2/15/17	2/17/17	3/9/17
March	2/16/17 ~ 3/16/17	3/20/17	4/10/17
April	3/17/17 ~ 4/17/17	4/19/17	5/9/17
May	4/18/17 ~ 5/17/17	5/19/17	6/9/17
June	5/18/17 ~ 6/8/17	6/12/17	7/10/17
June-xtra	6/9/17 - 6/30/17	7/07/17	7/17/17

**REMINDER:** Timesheets are due in the Payroll Office by 12 noon on the due dates listed above. **Any timesheets received after the due dates will result in pay being delayed until the following pay date.**

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

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