

ADELANTO SCHOOL DISTRICT
Business Services
2017-2018 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. Paychecks will be available on pay day at the District Office.

Month	Reporting Period	Time Cards due to Payroll	Pay Day
July	7/1/17 ~ 7/24/17	7/25/17	8/9/17
August	7/25/17 ~ 8/23/17	8/25/17	9/11/17
September	8/24/17 ~ 9/20/17	9/22/17	10/09/17
October	9/21/17 ~ 10/23/17	10/24/17	11/9/17
November	10/24/17 ~ 11/15/17	11/17/17	12/11/17
December	11/16/17 ~ 12/18/17	12/20/17	1/9/18
January/2018	12/19/17 ~ 1/22/18	1/24/18	2/9/18
February	1/23/18 ~ 2/20/18	2/22/18	3/9/18
March	2/21/18 ~ 3/21/18	3/23/18	4/9/18
April	3/22/18 ~ 4/20/18	4/24/18	5/9/18
May	4/23/18 ~ 5/18/18	5/22/18	6/11/18
June	5/21/18 ~ 6/8/18	6/12/18	7/9/18
July 15 th Pay	6/9/18 - 6/30/18	7/03/18	7/16/18

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/Janet O'Dell x 10237