

ADELANTO ELEMENTARY SCHOOL DISTRICT
Business Services
2021-2022 Substitute Payroll Schedule

Certificated Substitute & Classified Substitute Timesheets

Time sheets must be received by the Payroll Office by 12 noon on the due date. Both the employee and the site administrator/designee must sign time sheets for each assignment worked. Time sheets must be completed for each reporting period. Paychecks will be available on the pay date at the District Office front desk.

| CYCLE | MONTH | REPORTING PERIOD | DUE TO DO | PAY DATE |
|--------------|---------------|-------------------------|------------------|-----------------|
| 07 | JULY | 7/1-7/20 | 7/23 | 8/9 |
| 08 | JULY/AUG | 7/21-8/19 | 8/23 | 9/9 |
| 09 | AUG/SEPT | 8/20-9/20 | 9/23 | 10/11 |
| 10 | SEPT/OCT | 9/21-10/19 | 10/22 | 11/9 |
| 11 | OCT/NOV | 10/20-11/16 | 11/19 | 12/9 |
| 12 | NOV/DEC | 11/17-12/14 | 12/17 | 1/10 |
| 01 | DEC/JAN | 12/15-1/19 | 1/24 | 2/9 |
| 02 | JAN/FEB | 1/20-2/16 | 2/22 | 3/9 |
| 03 | FEB/MAR | 2/17-3/18 | 3/24 | 4/11 |
| 04 | MAR/APRIL | 3/19-4/19 | 4/22 | 5/9 |
| 05 | APRIL/MAY | 4/20-5/19 | 5/24 | 6/9 |
| 06 | MAY/JUNE | 5/20-6/20 | 6/24 | 7/11 |
| 06-S | July 15th Pay | 6/21-6/30 | 7/1 | 7/15 |

REMINDER: Timesheets are due in the Payroll Office by 12 noon on the due dates listed above. Any time sheets 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

For Classified Payroll call: Debbie Reynolds at Extension 10207

For Certificated Payroll Call: Janet O'Dell at Extension 10237