

ADELANTO ELEMENTARY SCHOOL DISTRICT

Business Services

2022-2023 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 | | DISTRICT CUT OFF | PAY DATE |
|-------|-----------|------------------|------------|------------------|-----------|
| 7 | July | 7/1/2022 | 7/20/2022 | 7/22/2022 | 8/9/2022 |
| 8 | August | 7/21/2022 | 8/22/2022 | 8/24/2022 | 9/9/2022 |
| 9 | September | 8/23/2022 | 9/21/2022 | 9/23/2022 | 10/9/2022 |
| 10 | October | 9/22/2022 | 10/21/2022 | 10/25/2022 | 11/9/2022 |
| 11 | November | 10/22/2022 | 11/16/2022 | 11/18/2022 | 12/9/2022 |
| 12 | December | 11/17/2022 | 12/14/2022 | 12/16/2022 | 1/9/2023 |
| 1 | January | 12/15/2022 | 1/20/2023 | 1/25/2023 | 2/9/2023 |
| 2 | February | 1/21/2023 | 2/17/2023 | 2/22/2023 | 3/9/2023 |
| 3 | March | 2/18/2023 | 3/22/2023 | 3/24/2023 | 4/9/2023 |
| 4 | April | 3/23/2023 | 4/20/2023 | 4/24/2023 | 5/9/2023 |
| 5 | May | 4/21/2023 | 5/19/2023 | 5/23/2023 | 6/9/2023 |
| 6 | June | 5/20/2023 | 6/2/2023 | 6/6/2023 | 7/9/2023 |
| 6SL | ESY | 6/3/2023 | 6/30/2023 | 7/3/2023 | 7/15/2023 |

All substitutes that do not set up Direct Deposit (E.F.T.) are able to pick up their checks up at the District Office on or after the pay date, during regular business hours.

If you have questions, please contact the Payroll Department at (760) 246-8691.

Classified: Star Huggins ext. 10207

email: starlitt_huggins@aesd.net

Certificated: Janet O'Dell ext. 10237

email: janet_odell@aesd.net

ADELANTO ELEMENTARY SCHOOL DISTRICT

Business Services

2022-2023 Contract Payroll Schedule

Certificated Contract & Classified Contract Timesheets

Time sheets must be received by the Payroll Office by 12 noon on the due date. Please use only the revised time sheets that are available for print .

| CYCLE | MONTH | REPORTING PERIOD | | DISTRICT CUT OFF | CL Pay Date | CE Pay Date |
|-------|-----------|------------------|-----------|------------------|-------------|-------------|
| 7 | July | 7/1/2022 | 7/8/2022 | 7/13/2022 | 7/29/2022 | 8/1/2022 |
| 8 | August | 7/9/2022 | 8/8/2022 | 8/12/2022 | 8/31/2022 | 9/1/2022 |
| 9 | September | 8/9/2022 | 9/8/2022 | 9/13/2022 | 9/30/2022 | 10/1/2022 |
| 10 | October | 9/9/2022 | 10/9/2022 | 10/12/2022 | 10/31/2022 | 11/1/2022 |
| 11 | November | 10/10/2022 | 11/8/2022 | 11/10/2022 | 11/30/2022 | 12/1/2022 |
| 12 | December | 11/9/2022 | 12/7/2022 | 12/9/2022 | 12/29/2022 | 1/1/2023 |
| 1 | January | 12/8/2022 | 1/10/2023 | 1/13/2023 | 1/31/2023 | 2/1/2023 |
| 2 | February | 1/11/2023 | 2/9/2023 | 2/13/2023 | 2/28/2023 | 3/1/2023 |
| 3 | March | 2/10/2023 | 3/13/2023 | 3/16/2023 | 3/31/2023 | 4/1/2023 |
| 4 | April | 3/14/2023 | 4/10/2023 | 4/13/2023 | 4/28/2023 | 5/1/2023 |
| 5 | May | 4/11/2023 | 5/14/2023 | 5/16/2023 | 5/31/2023 | 6/1/2023 |
| 6 | June | 5/15/2023 | 6/2/2023 | 6/6/2023 | 6/30/2023 | 7/1/2023 |
| 6SL | ESY | 6/3/2023 | 6/30/2023 | 7/3/2023 | 7/15/2023 | 7/15/2023 |

In the event a pay date falls during a school closure, pay checks for employees who do not have Direct Deposit (E.F.T) will be available for pick up at the District Office on or after the pay date, during regular business hours.

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