

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

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. Time sheets must be completed for each reporting period. Any time sheets received after the due dates will result in compensation being delayed until the following pay cycle.

CYCLE	MONTH	REPORTING PAY PERIOD	DUE TO DO	CLSPD PAY DATE	CERT PAY DATE
07	JULY	7/1-7/9	7/15	31-Jul	3-Aug
08	JULY/AUG	7/10-8/10	8/16	31-Aug	1-Sep
09	AUG/SEPT	8/11-9/10	9/15	30-Sep	1-Oct
10	SEPT/OCT	9/11-10/8	10/14	30-Oct	2-Nov
11	OCT/NOV	10/9-11/5	11/12	30-Nov	1-Dec
12	NOV/DEC	11/6-12/3	12/8	29-Dec	4-Jan
01	DEC/JAN	12/4-1/7	1/13	31-Jan	1-Feb
02	JAN/FEB	1/8-2/4	2/9	28-Feb	1-Mar
03	FEB/MAR	2/5-3/11	3/16	31-Mar	1-Apr
04	MAR/APRIL	3/12-4/8	4/13	29-Apr	2-May
05	APRIL/MAY	4/9-5/9	5/13	31-May	1-Jun
06	MAY/JUNE	5/10-6/9	6/15	30-Jun	1-Jul
06-S	July 15th Pay	6/10-6/30	7/1	15-Jul	15-Jul

All Pay Warrants will be available at the work locations on Pay Date. If the Pay Date falls during a break, then the pay warrant will be available at the District Office.

*****PLEASE NOTE***** Schools will be closed on the 12/29/21 pay date. Therefore pay warrants can be picked up at the District Office on that date. District office hours may be minimal. Any check not picked up will be sent to work sites on 1/4/22.

******TIME SHEET DUE DATES ARE SUBJECT TO CHANGE****** If you have questions, please contact the Payroll Department at (760) 246-8691. For Classified call: Debbie Reynolds; ext. 10207 and for Certificated call: Janet O’Dell, ext. 10237