

ADELANTO SCHOOL DISTRICT  
Business Services  
2020-2021 Contract Payroll Schedule

Time sheets must be received by the Payroll Office by 12 noon on the due date. Both the employee and site administrator/designee must sign time sheets for each assignment worked. Timesheets must be completed for each reporting period. ***Any time sheets received after the due dates will result in pay being delayed until the following pay date.***

| Month                     | Reporting Period    | Time Sheets due to Payroll | Pay Day                 |
|---------------------------|---------------------|----------------------------|-------------------------|
| July/2020                 | 07/01/20 ~ 07/10/20 | 07/15/20                   | 07/31 & 8/03/2020       |
| August                    | 07/11/20 ~ 08/10/20 | 08/13/20                   | 08/31 & 09/01/20        |
| September                 | 08/11/20 ~ 09/10/20 | 09/15/19                   | 09/30 & 10/01/20        |
| October                   | 09/11/20 ~ 10/09/20 | 10/14/20                   | 10/30 & 11/02/20        |
| November                  | 10/10/20 ~ 11/06/20 | 11/10/20                   | 11/30 & 12/01/20        |
| December                  | 11/07/20 ~ 12/03/20 | 12/08/20                   | **12/30/20 & 01/04/21** |
| January/2021              | 12/04/20 ~ 01/08/21 | 01/12/21                   | 01/29 & 02/01/21        |
| February                  | 01/09/21 ~ 02/05/21 | 02/10/21                   | 02/26 & 03/01/21        |
| March                     | 02/06/21 ~ 03/10/21 | 03/15/21                   | 03/31 & 04/01/21        |
| April                     | 03/11/21 ~ 04/10/21 | 04/14/21                   | 04/30 & 05/03/21        |
| May                       | 04/11/21 ~ 05/09/21 | 05/12/21                   | 05/28 & 06/01/21        |
| June                      | 05/10/21 ~ 06/09/21 | 06/14/21                   | 06/30 & 07/01/21        |
| July 15 <sup>th</sup> Pay | 06/10/21 ~ 06/30/21 | 07/02/21                   | 07/15/2021              |

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

**\*\*PLEASE NOTE: Schools will be closed on the 12/30/20 & 1/4/21 pay dates. Therefore, pay checks can be picked up at the District Office on those dates, hours may be minimal. Any checks not picked up will be at work sites on 1/5/21.\*\***

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

If you have questions, please contact the Payroll Department at (760) 246-8691  
For Classified Call: Debbie Reynolds xt. 10207 & For Certificated Call: Janet O'Dell xt. 10237