

ADELANTO SCHOOL DISTRICT
Business Services
2020-2021 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	07/01/20 ~ 07/17/20	07/22/20	08/10/20
August	07/18/20 ~ 8/19/20	08/21/20	09/09/20
September	08/20/20 ~ 09/18/20	09/22/20	10/09/20
October	09/19/20 ~ 10/19/20	10/21/20	11/09/20
November	10/20/20 ~ 11/19/20	11/23/20	12/09/20
December	11/20/20 ~ 12/17/20	12/21/20	01/11/21
January/2021	12/18/20 ~ 01/19/21	01/21/21	02/09/21
February	01/20/21 ~ 02/17/21	02/19/21	03/09/21
March	02/18/21 ~03/19/21	03/23/21	04/09/21
April	03/20/21 ~ 04/19/21	04/21/21	05/10/21
May	04/20/21 ~05/19/21	05/21/21	06/09/21
June	05/20/21 ~ 06/21/21	06/23/21	07/09/21
July 15 th Pay	06/22/21 ~ 06/30/21	07/02/21	07/15/21

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
For Classified Payroll Call: Debbie Reynolds, xt. 10207
For Certificated Payroll Call: Janet O'Dell, xt. 10237