



2011-2012 PAYROLL SCHEDULE

PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **5:00 PM** ON THE **DUE DATE**.

All REGULAR PART & FULLTIME CLASSIFIED AND CERTIFICATED PERSONNEL

Attendance Sheets and Extra Duty Time Cards

MONTH	PR#	ATTENDANCE PERIOD	DUE DATE	DISTRIBUTION: at your work site	
JULY	1M	07/01-07/15	7/14/2011	7/29/2011	*CHECKS WILL BE MAILED
AUGUST	2M	07/16-08/15	8/15/2011	8/31/2011	
SEPTEMBER	3M	08/16-09/15	9/15/2011	9/30/2011	
OCTOBER	4M	09/16-10/15	10/14/2011	10/31/2011	
NOVEMBER	5M	10/16-11/15	11/15/2011	11/30/2011	
DECEMBER	6M	11/16-12/15	12/13/2011	12/29/2011 M	Classified *CHECKS WILL BE MAILED
DECEMBER	6S	11/16-12/15	12/13/2011	1/3/2012 S	Certificated
JANUARY	7M	12/16-01/15	1/13/2012	1/31/2012	
FEBRUARY	8M	01/16-02/15	2/15/2012	2/29/2012	
MARCH	9M	02/16-03/15	3/15/2012	3/30/2012	
APRIL	10M	03/16-04/15	4/16/2012	4/30/2012	
MAY	11M	04/16-05/15	5/15/2012	5/31/2012	
JUNE	12M	05/16-06/15	6/14/2012	6/29/2012	*CHECKS WILL BE MAILED
JUNE	Final	06/16-06/30	6/14/2012	TBA	

The check received at the end of the month reflects 1/10, 1/11 or 1/12 payment of your annual earnings.

An Attendance sheet **MUST** be submitted for every pay period of your work calendar, even if you had no absences.

Attendance Period is recorded from the 16th of the prior month thru the 15th of the current month. (See Above Schedule)

Extra Duty Period is recorded from the 16th of the prior month thru the 15th of the current month. (See Above Schedule)

Beginning 7/1/10*, all paychecks will be available for pick up on **Distribution Date @ your designated Distribution Site**

If you do not pick up your check it will be mailed the following day to your mailing address. (checks will not be held - no exceptions)

Please ensure that the address printed on last paystub is accurate.

CLASSIFIED and CERTIFICATED SUBSTITUTES and TEMPORARY PERSONNEL

Time Cards **ONLY**

MONTH	PR#	ATTENDANCE PERIOD	DUE DATE	DISTRIBUTION: MAIL ONLY
JULY	1A	07/01-07/08	7/7/2011	7/20/2011
AUGUST	2A	07/09-08/08	8/8/2011	8/19/2011
SEPTEMBER	3A	08/09-09/08	9/8/2011	9/20/2011
OCTOBER	4A	09/09-10/08	10/10/2011	10/20/2011
NOVEMBER	5A	10/09-11/08	11/8/2011	11/18/2011
DECEMBER	6A	11/09-12/08	12/8/2011	12/20/2011
JANUARY	7A	12/09-01/08	1/9/2012	1/20/2012
FEBRUARY	8A	01/09-02/08	2/8/2012	2/17/2012
MARCH	9A	02/09-03/08	3/8/2012	3/20/2012
APRIL	10A	03/09-04/08	4/9/2012	4/20/2012
MAY	11A	04/09-05/08	5/8/2012	5/18/2012
JUNE	12A	05/09-06/08	6/7/2012	6/20/2012
JUNE	Final	06/09-06/30	6/28/2012	TBA

PAYMENT OF LATE TIME CARDS MAY OCCUR IN THE MONTH FOLLOWING RECEIPT OF TIME CARD.

A time card **MUST** be submitted for every pay period worked, even if you worked only one day in that pay period.

Beginning with 2011-12, all Substitute & Temporary Personnels' paychecks will be mailed and will NO longer be available at the District for pick-up

Each time sheet must be completed in ink and signed by the employee and supervisor.

Please ensure that the address printed on last paystub is accurate.