

ADELANTO ELEMENTARY SCHOOL DISTRICT

Business Services

2023-2024 Substitute Payroll Schedule

Certificated Substitute & Classified Substitute

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	7/1/2023	7/20/2023	7/25/2023	8/9/2023
8	August	7/21/2023	8/18/2023	8/23/2023	9/9/2023
9	September	8/19/2023	9/15/2023	9/20/2023	10/9/2023
10	October	9/16/2023	10/18/2023	10/23/2023	11/9/2023
11	November	10/19/2023	11/14/2023	11/17/2023	12/9/2023
12	December	11/15/2023	12/13/2023	12/15/2023	1/9/2024
1	January	12/14/2023	1/18/2024	1/23/2024	2/9/2024
2	February	1/19/2024	2/16/2024	2/21/2024	3/9/2024
3	March	2/17/2024	3/16/2024	3/21/2024	4/9/2024
4	April	3/17/2024	4/17/2024	4/22/2024	5/9/2024
5	May	4/18/2024	5/17/2024	5/22/2024	6/9/2024
6	June	5/18/2024	6/17/2024	6/20/2024	7/9/2024
6SL	ESY	6/18/2024	6/28/2024	7/1/2024	7/15/2024

Pay dates that fall on a weekend or holiday will be available on the 1st business day after the event.

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

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