

# ADELANTO ELEMENTARY SCHOOL DISTRICT

## Business Services

### 2024-2025 Contract Payroll Schedule

#### Certificated Contract & Classified Contract

Timesheets must be submitted to the Payroll Office by the end of business on the due date. Timesheets received after the cut off date will be processed on the following pay period.

CYCLE	MONTH	REPORTING PERIOD		DISTRICT CUT OFF	CL Pay Date	* CE Pay Date
7	July	7/1/2024	7/12/2024	7/16/2024	7/31/2024	8/1/2024
8	August	13/2024	8/9/2024	8/14/2024	8/30/2024	9/3/2024
9	September	8/10/2024	9/6/2024	9/13/2024	9/30/2024	10/1/2024
10	October	9/7/2024	10/4/2024	10/15/2024	10/31/2024	11/1/2024
11	November	10/5/2024	11/8/2024	11/13/2024	11/27/2024	12/2/2024
12	December	11/9/2024	12/6/2024	12/11/2024	12/30/2024	1/2/2025
1	January	12/7/2024	1/10/2025	1/15/2025	1/31/2025	2/3/2025
2	February	1/11/2025	2/7/2025	2/13/2025	2/28/2025	3/3/2025
3	March	2/8/2025	3/7/2025	3/13/2025	3/31/2025	4/1/2025
4	April	3/8/2025	4/11/2025	4/15/2025	4/30/2025	5/1/2025
5	May	4/12/2025	5/9/2025	5/13/2025	5/30/2025	6/2/2025
6	June	5/10/2025	6/6/2025	6/12/2025	6/30/2025	7/1/2025
6SL	ESY	6/7/2025	6/27/2025	7/1/2025	7/15/2025	7/15/2025

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

**In the event a pay date falls during a school closure, pay checks for employees who do not have Direct Deposit (E.F.T) will be available for pick 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.**

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