

ADELANTO ELEMENTARY SCHOOL DISTRICT

Business Services

2024-2025 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	6/29/2022	7/18/2022	7/24/2022	8/9/2022
8	August	7/19/2022	8/15/2022	8/21/2022	9/9/2022
9	September	8/16/2022	9/17/2022	9/23/2022	10/9/2022
10	October	9/18/2022	10/18/2022	10/24/2022	11/ /2022
11	November	10/19/2022	11/13/2022	11/19/2022	12/9/2022
12	December	11/14/2022	12/16/2022	12/20/2022	1/9/2022
1	January	12/17/2024	1/17/2022	1/23/2022	2/ /2022
2	February	1/18/2022	2/14/2022	2/20/2022	3/ /2022
3	March	2/15/2022	3/18/2022	3/24/2022	4/9/2022
4	April	3/19/2022	4/17/2022	4/23/2022	5/9/2022
5	May	4/18/2022	5/16/2022	5/22/2022	6/9/2022
6	June	5/17/2022	6/17/2022	6/20/2022	7/9/2022
6SL	ESY	6/18/2022	6/28/2022	7/1/2022	7/15/2022

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: Julie Bedolla ext. 10266
email: julie_bedolla@aesd.net