

DESERT SANDS UNIFIED SCHOOL DISTRICT
SUBSTITUTE PAYROLL SCHEDULE
2010 / 2011
JULY - JUNE

ALL HOURLY / SUBSTITUTE PERSONNEL PAY SCHEDULE

MONTH		PAY PERIOD	DUE DATE	PAY DATE
JULY	1 B	06/23 - 07/23	07/23/10	08/04/10
AUGUST	2 B	07/24 - 08/24	08/24/10	09/03/10
SEPTEMBER	3 B	08/25 - 09/23	09/23/10	10/05/10
OCTOBER	4 B	09/24 - 10/25	10/25/10	11/04/10
NOVEMBER	5 B	10/26 - 11/19	11/19/10	12/03/10
DECEMBER	6 B	11/20 - 12/17	12/17/10	01/04/11
JANUARY	7 B	12/18 - 01/25	01/25/11	02/04/11
FEBRUARY	8 B	01/26 - 02/23	02/23/11	03/07/11
MARCH	9 B	02/24 - 03/23	03/23/11	04/04/11
APRIL	10 B	03/24 - 04/25	04/25/11	05/05/11
MAY	11 B	04/26 - 05/23	05/23/11	06/03/11
JUNE	12 B	05/24 - 06/22	06/22/11	07/05/11

DUE ON TIME:

Timesheets are due on the due date indicated on the payroll schedule. For your convenience, a timesheet drop-off box will be placed at the District Administration Office Switchboard the day your timesheet is due. If your timesheet is received after the due date, there is no guarantee that your hours will be processed for that paydate.

PAYDAY:

All pay warrants and pay stubs are mailed the day before payday except when payday falls on a Monday. When payday falls on a Monday, pay warrants are mailed that day. All pay warrants and pay stubs are mailed to the address on file.

Payroll Questions

Kathie Miller A - Ga 771-8536
 Lea Barela Ge - M 771-8541
 Patty Leon N - Z 771-8538