

DESERT SANDS UNIFIED SCHOOL DISTRICT
HOURLY / DAILY PAYROLL SCHEDULE
2023 / 2024
JULY - JUNE

ALL CLASSIFIED SUBSTITUTES / GUEST TEACHERS / CE SPECIALISTS

MONTH		PAY PERIOD	DUE DATE*	PAY DATE
JULY	1 B	06/21 - 07/21	07/24/23	08/04/23
AUGUST	2 B	07/22 - 08/18	08/21/23	09/01/23
SEPTEMBER	3 B	08/19 - 09/20	09/22/23	10/05/23
OCTOBER	4 B	09/21 - 10/20	10/23/23	11/03/23
NOVEMBER	5 B	10/21 - 11/17	11/20/23	12/05/23
DECEMBER	6 B	11/18 - 12/15	12/18/23	01/04/24
JANUARY	7 B	12/16 - 01/19	01/22/24	02/02/24
FEBRUARY	8 B	01/20 - 02/21	02/22/24	03/06/24
MARCH	9 B	02/22 - 03/21	03/22/24	04/04/24
APRIL	10 B	03/22 - 04/21	04/22/24	05/03/24
MAY	11 B	04/22 - 05/21	05/22/24	06/04/24
JUNE	12 B	05/22 - 06/20	06/21/24	07/05/24

***DUE ON TIME:**

Timesheets are due on the due date indicated on the payroll schedule.

For your convenience, a gray drop-off box is located outside the District Education Center. If your timesheet is received after the due date, it **WILL NOT** be processed until the next payroll cycle.

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 record.

Payroll Questions

Lea Barela	A - B	(760) 771-8541
Susan Palmer-Rodriguez	C - E	(760) 771-8535
Margarita "Maggie" Infante	F - He	(760) 771-8761
Melissa Franco	Hi - L	(760) 771-8538
Rodney Slagle	M - O	(760) 771-8760
Nicholas "Nick" Rose	P - Se	(760) 771-8536
Juanita Garza	Sh - Z	(760) 771-8527