

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**MONTHLY REGULAR EMPLOYEE PAYROLL SCHEDULE**  
**2018 / 2019**  
**JULY - JUNE**

MONTH	PAYROLL MONTH	EXTRA DUTY/OVERTIME PAY PERIOD	TIMESHEET DUE DATE	PAY DATE
JULY	1 M			07/31/18
AUGUST	2 M	07/01-07/31	08/07/18	08/31/18
SEPTEMBER	3 M	08/01-08/31	09/10/18	09/28/18
OCTOBER	4 M	09/01-09/30	10/05/18	10/31/18
NOVEMBER	5 M	10/01-10/31	11/07/18	11/30/18
DECEMBER (CL)	6 M	11/01-11/30	12/07/18	12/28/18
DECEMBER (CE)	6 S	11/01-11/30	12/07/18	01/02/19
JANUARY	7 M	12/01-12/31	01/08/19	01/31/19
FEBRUARY	8 M	01/01-01/31	02/07/19	02/28/19
MARCH	9 M	02/01-02/28	03/07/19	03/29/19
APRIL	10 M	03/01-03/31	04/05/19	04/30/19
MAY	11 M	04/01-04/30	05/07/19	05/31/19
JUNE	12 M	05/01-05/31	06/07/19	06/28/19
JUNE (YEAR END)	12 M	06/01-06/14	06/14/19	06/28/19
JUNE (YEAR END)	12 P	06/15-06/30	07/01/19	07/18/19

**NOTE:**

LATE TIME SHEETS WILL BE PAID ON THE EMPLOYEE'S NEXT AVAILABLE PAYROLL CYCLE.

**DO NOT HOLD TIME SHEETS** - THE DISTRICT IS ASSESSED PENALTIES & INTEREST FOR LATE PAYROLL REPORTING.

**PAYDAY:**

All pay warrants and pay stubs are distributed at the site/department.

**Payroll Questions**

Kathie Miller	A - C	(760) 771-8536
Lea Barela	D - HE	(760) 771-8541
Susan Palmer-Rodriguez	HI - ME	(760) 771-8535
Nicholas Rose	MI - R	(760) 771-8527
Melissa Franco Montoya	S - Z	(760) 771-8538