

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**HOURLY / DAILY PAYROLL SCHEDULE**  
**2018 / 2019**  
**JULY - JUNE**

**ALL SUBSTITUTES / GUEST TEACHERS / SPECIALISTS / NOON YARD SUPERVISORS**

MONTH		PAY PERIOD	DUE DATE	PAY DATE
JULY	1 B	06/21 - 07/24	07/24/18	08/03/18
AUGUST	2 B	07/25 - 08/22	08/22/18	09/04/18
SEPTEMBER	3 B	08/23 - 09/25	09/25/18	10/05/18
OCTOBER	4 B	09/26 - 10/23	10/23/18	11/02/18
NOVEMBER	5 B	10/24 - 11/21	11/21/18	12/05/18
DECEMBER	6 B	11/22 - 12/14	12/14/18	01/04/19
JANUARY	7 B	12/15 - 01/23	01/23/19	02/04/19
FEBRUARY	8 B	01/24 - 02/25	02/25/19	03/07/19
MARCH	9 B	02/26 - 03/22	03/22/19	04/04/19
APRIL	10 B	03/23 - 04/23	04/23/19	05/03/19
MAY	11 B	04/24 - 05/22	05/22/19	06/04/19
JUNE	12 B	05/23 - 06/19	06/19/19	07/05/19

**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 record.

**Payroll Questions**

Kathie Miller	A - C	771-8536
Lea Barela	D - He	771-8541
Susan Palmer-Rodriguez	Hi - Me	771-8535
Nicholas Rose	Mi - R	771-8527
Melissa Franco Montoya	S - Z	771-8538