

Desert Sands Unified School District  
Fiscal Services

MEMORANDUM



**TO:** REGULAR MONTHLY SALARIED EMPLOYEES  
**FROM:** Karen Stone, Director, Fiscal Services  
**SUBJECT:** SUMMER PAYCHECK/STUB DISTRIBUTION  
**DATE:** May 19, 2017

**YEAR END/SUMMER WORK PAY DATE**

<u>Payroll</u>	<u>Pay Period</u>	<u>Timesheet Due Date</u>	<u>Pay Date</u>
12P	6/12 – 6/30	7/01/17	7/19/17

12P Payroll is a **SPECIAL PAYCHECK** and will ***not*** be direct deposited. Special Checks are available for pickup in **Payroll** from **7:00 a.m. – 12:00 a.m.** **Checks not picked up by 12:00 noon will be mailed.**

**JULY (1M) PAY DATE**

<u>Payroll</u>	<u>Pay Period</u>	<u>Timesheet Due Date</u>	<u>Pay Date</u>
1M Summer School	6/14 – 7/13	7/13/17	7/31/17
1M Summer Work	7/01 – 7/13	7/13/17	7/31/17

**July 31, 2017 Pay Date**

Paychecks/stubs may be picked up in **Payroll** from **9:00 a.m. – 12:00 p.m. ONLY.** **Checks will be direct deposited. PLEASE BRING PHOTO ID!** Paychecks/stubs not picked up by **12:00 p.m.** will be sent to the mailing address on record. Paychecks/stubs for the following personnel will be distributed at their regular site or department: **DEC, MOT, Indio High, and Palm Desert High**

**NOTE:** Noon Yard Supervisors, Specialists, Guest Teachers, Substitutes June time payday is on Wednesday, July 5, 2017. These paychecks/stubs will be mailed to the address on record.

**SUMMER SCHOOL/SUMMER WORK PAY DATES**

<u>Payroll</u>	<u>Pay Period</u>	<u>Timesheet Due Date</u>	<u>Pay Date</u>
2M	7/15 – 8/10	8/10/17	8/31/17
3M	8/11 – 8/31	8/31/17	9/29/17

**August 31, 2017 and September 29, 2017 Pay Dates**

Paychecks/stubs **will** be direct deposited and will be distributed to your regular site or department.

**CERTIFICATED/CLASSIFIED PAYROLL**

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, S-Z (760)771-8538