

CERTIFICATED CONTRACT SUBSTITUTE TEACHER TIMESHEET

TIMESHEET DUE DATES TO PAYROLL		
<p>(1) Timesheets are due to the Payroll Department by 4:30 p.m. on the Due In Payroll date. (2) If the substitute's timesheet is required to be approved by a department, the substitute is responsible to have their timesheet to the approval department in time to meet the Due in Payroll date. (3) Any timesheet received after the Due in Payroll date will be paid on the next regular payroll cycle. (4) Timesheets must be completed with all required information and signatures before payroll receives the timesheet. Incomplete timesheets will be sent back to the site and will cause delay in payment.</p>		
Timesheet for Pay Period Ending	Due in Payroll	Pay Date
July 31, 2008	Monday, August 11, 2008	September 2, 2008
August 31, 2008	Wednesday, September 10, 2008	October 1, 2008
September 30, 2008	Friday, October 10, 2008	October 31, 2008
October 31, 2008	Monday, November 10, 2008	December 1, 2008
November 30, 2008	Wednesday, December 10, 2008	December 31, 2008
December 31, 2008	Friday, January 9, 2009	February 2, 2009
January 31, 2009	Tuesday, February 10, 2009	March 2, 2009
February 28, 2009	Tuesday, March 10, 2009	April 1, 2009
March 31, 2009	Friday, April 10, 2009	May 1, 2009
April 30, 2009	Monday, May 11, 2009	June 1, 2009
May 31, 2009	Wednesday, June 10, 2009	July 1, 2009
June 30, 2009	Year End Due Dates Will Apply	

SCHOOL SITE NUMBERS					
School	Site No.	School	Site No.	School	Site No.
Almond	174	North Tamarind	145	Almeria	334
Beech Avenue	161	Oak park	157	Fontana MS	332
Binks	165	Oleander	146	Ruble	337
Canyon Crest	158	Palmetto	147	Sequoia	333
Chaparral	155	Poplar	148	Southridge	338
Citrus ES	167	Porter	160	Truman	336
Cypress	140	Primrose	124	A.B. Miller	430
Date	169	Randall-Pepper	149	Fontana HS	425
Grant	168	Redwood	150	Kaiser	423
Hemlock	159	Shadow Hills	156	Summit	424
Juniper	151	Sierra Lakes	175	Birch	526
Live Oak	143	South Tamarind	151	Citrus	535
Locust	153	Tokay	154	Sch. Lang. Dev.	510
Mango	162	West Randall	152	SDC	
Maple	144	Alder	331		

FUNDING SOURCE
<ul style="list-style-type: none"> • General Fund • General Fund - restricted encroachment: Class Size Reduction, Continuation HS, Sp. Education • Categorical Program – give the program name, i.e., Title I, Safety Grant, QEIA • Early Education