

CERTIFICATED NON-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 15, 2008	Tuesday, July 22, 2008	August 9, 2008
August 15, 2008	Friday, August 22, 2008	September 9, 2008
September 15, 2008	Monday, September 22, 2008	October 9, 2008
October 15, 2008	Wednesday, October 22, 2008	November 9, 2008
November 15, 2008	Friday, November 21, 2208	December 9, 2008
December 15, 2008	Tuesday, December 16, 2008	January 9, 2009
January 15, 2009	Tuesday, January 22, 2009	February 9, 2009
February 15, 2009	Friday, February 20, 2009	March 9, 2009
March 15, 2009	Friday, March 20, 2009	April 9, 2009
April 15, 2009	Wednesday, April 22, 2009	May 9, 2009
May 15, 2009	Friday, May 22, 2009	June 9, 2009
June 15, 2009	Monday, June 22, 2009	July 9, 2009

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

SUBSTITUTE PAYROLL CHECKS
<p>Beginning November 1, 2008, all certificated substitutes will receive their payroll checks through Payroll Direct Deposit and their payroll check deduction information and Direct Deposit Notification through the District's web site at Best Net Employee Self Service Site.</p>