

ADELANTO ELEMENTARY SCHOOL DISTRICT

Business Services

2023-2024 Contract Payroll Schedule

Certificated Contract & Classified Contract

Timesheets must be submitted to the Payroll Office by the end of business on the due date. Timesheets received after the cut off date will be processed on the following pay period.

CYCLE	MONTH	REPORTING PERIOD		DISTRICT CUT OFF	CL Pay Date	* CE Pay Date
7	July	7/1/2023	7/7/2023	7/14/2023	7/31/2023	8/1/2023
8	August	7/8/2023	8/11/2023	8/16/2023	8/31/2023	9/1/2023
9	September	8/12/2023	9/8/2023	9/13/2023	9/29/2023	10/1/2023
10	October	9/9/2023	10/13/2023	10/18/2023	10/31/2023	11/1/2023
11	November	10/14/2023	11/7/2023	11/13/2023	11/30/2023	12/1/2023
12	December	11/8/2023	12/7/2023	12/12/2023	12/29/2023	1/1/2024
1	January	12/8/2023	1/10/2024	1/16/2024	1/31/2024	2/1/2024
2	February	1/11/2024	2/8/2024	2/14/2024	2/29/2024	3/1/2024
3	March	2/9/2024	3/8/2024	3/14/2024	3/29/2024	4/1/2024
4	April	3/9/2024	4/9/2024	4/15/2024	4/30/2024	5/1/2024
5	May	4/10/2024	5/12/2024	5/15/2024	5/31/2024	6/1/2024
6	June	5/13/2024	6/11/2024	6/13/2024	6/28/2024	7/1/2024
6SL	ESY	6/12/2024	6/28/2024	7/1/2024	7/15/2024	7/15/2024

* Pay dates that fall on a weekend or holiday will be available on the 1st business day after the event.

In the event a pay date falls during a school closure, pay checks for employees who do not have Direct Deposit (E.F.T) will be available for pick up at the District Office on or after the pay date, during regular business hours.

If you have questions, please contact the Payroll Department at (760) 246-8691.

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