RIALTO UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

Fiscal Services

Payroll Bulletin 26-004

DATE: May 11, 2026

TO: All School Administrators
All School Secretaries
All Clerks

FROM: Valeria Estrella, Fiscal Services Manager

SUBJECT: Summer School 2026 Time Cards

All regular contract teachers must fill out a Blue time card for Summer School hours and a Salmon time card for substitute hours. Non contract substitute teachers must fill out a Green time card. Time cards must be submitted to your Principal for approval signature. Principals are to forward the signed time cards to: Fiscal Services for processing.

- Regular contract teachers: Blue time card (B-38); if substituting use Salmon time card (B-26C)
- Non-contract teachers (Substitute): Green time card (B-26)
- Regular contract classified: Pink time card (B-36)
- Substitute classified: White time cards (B-37)

All time cards through June 30, 2026 are due in Fiscal Services by July 1, 2026. After June 30, 2026, time cards are submitted according to the dates on the time card.

Pay dates for regular summer school teachers (blue time cards) are as follows:

Time Worked	Due in Payroll	Pay Date
6/01 – 6/10/26	6/10/26	7/01/26
6/11 – 6/30/26	7/01/26	7/15/26

Pay dates for contract classified (pink time cards) are as follows:

Time Worked	Due in Payroll	Pay Date
6/01 – 6/30/26	7/01/26	7/15/26

All non-contract substitute time cards are paid on the 9th of each month, except for the period of 6/22 – 6/30/26 which will be paid on 07/15/2026.

ELEMENTARY SCHOOL SUMMER ENRICHMENT								
Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	
01	2600	0	1111	1000	1120	XXX	XXXX	TEACHERS
01	2600	0	4763	1010	1120	XXX	XXXX	TEACHERS- BILINGUAL IF NEEDED
01	2600	0	1111	2700	1350	XXX	XXXX	ADMIN DESIGNEE IF NEEDED
01	2600	0	1111	1000	2120	XXX	XXXX	PARAPROFESSIONAL
01	2600	0	4760	1010	2120	XXX	XXXX	PARAPROFESSIONAL- BILINGUAL IF NEEDED
01	2600	0	1111	2420	2220	XXX	XXXX	INST. TECHNOLOGY ASSISTANT
01	2600	0	1111	3140	2220	XXX	XXXX	HEALTH SERVICES ASSISTANT
01	2600	0	1111	3130	2420	XXX	XXXX	ATTEN/RECORDS CLERK
01	2600	0	1111	3901	2920	XXX	XXXX	NOON DUTY AIDE
01	2600	0	1111	1000	4310	XXX	XXXX	SUPPLIES
01	2600	0	1111	1000	5712	XXX	XXXX	PRINT CHARGES
MIDDLE SCHOOL SUMMER ENRICHMENT								
Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	
01	2600	0	1111	1000	1120	XXX	XXXX	TEACHERS
01	2600	0	4763	1010	1120	XXX	XXXX	TEACHERS- BILINGUAL IF NEEDED
01	2600	0	1111	3110	1220	XXX	XXXX	COUNSELOR
01	2600	0	1111	1000	2120	XXX	XXXX	PARAPROFESSIONAL
01	2600	0	4760	1010	2120	XXX	XXXX	PARAPROFESSIONAL- BILINGUAL IF NEEDED
01	2600	0	1111	2420	2220	XXX	XXXX	INST. TECHNOLOGY ASSISTANT
01	2600	0	1111	3140	2220	XXX	XXXX	HEALTH SERVICES ASSISTANT
01	2600	0	1111	3130	2420	XXX	XXXX	ATTEN/RECORDS CLERK
01	2600	0	1111	3901	2920	XXX	XXXX	NOON DUTY AIDE
01	2600	0	1111	1000	4310	XXX	XXXX	SUPPLIES
01	2600	0	1111	1000	5712	XXX	XXXX	PRINT CHARGES
HIGH SCHOOL SUMMER SCHOOL								
Fu	Res	Y	Goal	Func	Obj	Sch	Mgmt	
01	7412	0	1111	1000	1120	XXX	XXXX	**TEACHERS- RHS ONLY**
01	0012	0	1111	1000	1120	XXX	XXXX	**TEACHERS- CHS, EHS, MHS, ZVA**
01	7412	0	1111	3110	1220	XXX	XXXX	COUNSELOR
01	0012	0	1111	1000	2120	XXX	XXXX	PARAPROFESSIONAL
01	0012	0	4760	1010	2120	XXX	XXXX	PARAPROFESSIONAL- BILINGUAL IF NEEDED
01	0012	0	1111	2420	2220	XXX	XXXX	INST. TECHNOLOGY ASSISTANT
01	0012	0	1111	3140	2220	XXX	XXXX	HEALTH SERVICES ASSISTANT
01	0012	0	1111	3130	2420	XXX	XXXX	ATTEN/RECORDS CLERK
01	0012	0	1111	3901	2920	XXX	XXXX	NOON DUTY AIDE
01	0012	0	1111	1000	4310	XXX	XXXX	SUPPLIES
01	0012	0	1111	1000	5712	XXX	XXXX	PRINT CHARGES