LaShonda Jones
Payroll/Benefits Supervisor
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CAJON VALLEY
UNION SCHOOL DISTRICT

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www.cajonvalley.net

Date: July 1, 2026

From: LaShonda Jones, Payroll & Benefits Supervisor

Subject: **2026-2027 Payroll Timelines** for Contract and Substitute Employees

Contract base pay is paid each month for the current month. Base pay is equal to 1/11 of your annual salary (or 1/12 for year-round employees). Base pay is not calculated by the number of days worked in the current pay period. If you begin the contract year late or do not finish the contract year, a day-count adjustment will be applied to your check.

Additional time, substitute time, and overtime worked in the current month will be paid at the end of the next month. Time sheets should be submitted to your site for approval no later than the "stop date" so your site can send them to the Payroll department by the 3rd of each month. Late time sheets may delay pay for an additional month.

The table below provides information about pay periods and pay days. Pay checks are available for you to pick up in Payroll between 8:00a.m. and 3:30p.m. on payday. **Pay checks not picked up on payday will be mailed to you**. Direct deposit pay stubs are available online. To access them, click on the District web staff menu item "Online Pay Stubs".

If you have questions, e-mail or phone your payroll technician. Phone: (619) 588-3070

Employee Last Names:	Payroll & Benefits Technician:	E-mail:
A - G	Sireenah Cruse	cruses@cajonvalley.net
H - O	Brenda Huyser	huyserb@cajonvalley.net
P - Z	Alissa Richards	richardsa@cajonvalley.net

Contract Base Pay 11 pay (Aug-Jun), 12 pay (Jul-Jun)	**Additional/Substitute/Overtime**		**Pay Date**
	Start Date	Stop Date	
July	06/01/26	06/30/26	**07/31/26**
August	07/01/26	07/31/26	**08/31/26**
September	08/01/26	08/31/26	**09/30/26**
October	09/01/26	09/30/26	**10/30/26**
November	10/01/26	10/31/26	**11/30/26**
December	11/01/26	11/30/26	**12/22/26****
January	12/01/26	12/31/26	**01/29/27**
February	01/01/27	01/31/27	**02/26/27**
March	02/01/27	02/28/27	**03/30/27*****
April	03/01/27	03/31/27	**04/30/27**
May	04/01/27	04/30/27	**05/28/27**
June	05/01/27	05/31/27	**06/30/27**
July	06/01/27	06/30/27	**07/30/27**
August	07/01/27	07/31/27	**08/31/27**

**Date is early to accommodate winter break. ***Date is early to accommodate Cesar Chavez Day.