

Date: October 9, 2026

To: Certificated Substitute Teachers

From: Mike Garcia, Interim Assistant Superintendent, Human Resources
 Alva Diaz, Interim Assistant Superintendent, Business Services

Subject: Pay Day Update – Certificated Substitute Teachers

As part of the District's implementation of the new Human Capital Management (HCM) system, payroll procedures and pay schedules for Certificated Substitute Teachers will change beginning with hours worked in October 2026.

Certificated Substitute Teachers will be paid on the 5th of the month following the hours are worked.

The first paycheck under the new payroll procedures is scheduled for November 5, 2026. **Please note: the paycheck will be a live check and will be mailed to the address currently on file with the district.**

Please ensure your mailing address on file is current. To update your mailing address, contact the Division of Human Resources at (562) 210-2005.

Please refer to the payroll schedule below:

PERIOD START DATE	PERIOD END DATE	TIMESHEET DUE	MAIL CHECK	PAY DATE
10/1/2026	10/31/2026	10/28/2026	11/4/2026	11/5/2026
11/1/2026	11/30/2026	11/20/2026	12/3/2026	12/4/2026
12/1/2026	12/31/2026	12/17/2026	1/4/2027	1/5/2027
1/1/2027	1/31/2027	1/29/2027	2/4/2027	2/5/2027
2/1/2027	2/28/2027	2/26/2027	3/4/2027	3/5/2027
3/1/2027	3/31/2027	3/25/2027	4/4/2027	4/5/2027
4/1/2027	4/30/2027	4/27/2027	5/4/2027	5/5/2027
5/1/2027	5/31/2027	5/26/2027	6/3/2027	6/4/2027

We appreciate your attention to this update and your cooperation during this transition.

If you have general questions, please contact the Payroll Department at **(562) 210-2404**.