



**PERRIS UNION HIGH SCHOOL DISTRICT  
2019-20 CERTIFICATED AND CLASSIFIED  
SUBSTITUTE PAYROLL SCHEDULE**

<b>PAYROLL #</b>	<b>START DATE</b>	<b>END DATE</b>	<b>TIMECARDS DUE</b>	<b>PAY DATE</b>
1A	06/10/19	07/08/19	07/09/19	07/19/19
2A	07/09/19	08/06/19	08/07/19	08/20/19
3A	08/07/19	09/09/19	09/10/19	09/20/19
4A	09/10/19	10/07/19	10/08/19	10/18/19
5A	10/08/19	11/07/19	11/08/19	11/20/19
6A	11/08/19	12/05/19	12/06/19	12/20/19
7A	12/06/19	01/06/20	01/07/20	01/17/20
8A	01/07/20	02/06/20	02/07/20	02/20/20
9A	02/07/20	03/09/20	03/10/20	03/20/20
10A	03/10/20	04/07/20	04/08/20	04/20/20
11A	04/08/20	05/07/20	05/08/20	05/20/20
12A	05/08/20	06/04/20	06/05/20	06/19/20

Signed and completed timecards are to be turned in and timestamped in the Payroll Office by 4:30 PM on the day specified on the above schedule. Timecards received after this date are subject to being processed the following month.

*Timecards are to reflect only the current pay period. Do not carry over time worked or accumulated from one pay period to the next.*

Pay warrants and direct deposit stubs will be available for pick-up at the District Office on pay day from 8:00 AM to 11:00 AM. Pay warrants and direct deposit stubs not picked up will be mailed to the employee's address of record.

**PLEASE NOTE: Direct Deposit is available as an option to all employees.**

Payroll contact information: Robbin Campbell (**Alphabet A-Gon**) 951.943.6369 Ext. 80219  
Liu Yeung (**Alphabet Goo-Paz**) 951.943.6369 Ext. 80217  
Lisa Baker-McDaniel (**Alphabet Pe-Z**) 951.943.6369 Ext. 80218