



**PERRIS UNION HIGH SCHOOL DISTRICT  
2018-19 CERTIFICATED AND CLASSIFIED  
SUBSTITUTE PAYROLL SCHEDULE**

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

Signed and completed timecards are to be turned in and timestamped in the Payroll Office by 4:30PM 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. Do not save up multiple months timecards.

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.

**\*\*EXCEPTION:**

- Due to the holiday schedule, the 10A pay warrant 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-G) 951.943.6369. Ext. 80219  
Liu Yeung (Alphabet H-O) 951.943.6369. Ext. 80217  
Lisa Baker-McDaniel (Alphabet P-Z) 951.943.6369. Ext. 80218