



**PERRIS UNION HIGH SCHOOL DISTRICT  
2016-17 CERTIFICATED AND CLASSIFIED  
SUBSTITUTE PAYROLL SCHEDULE**

PAYROLL #	START DATE	END DATE	TIMECARDS DUE	PAY DATE
1A	-----	07/07/16	07/08/16	07/20/16
2A	07/08/16	08/08/16	08/09/16	08/19/16
3A	08/09/16	09/06/16	09/07/16	09/20/16
4A	09/08/16	10/07/16	10/10/16	10/20/16
5A	10/10/16	11/04/16	11/07/16	11/18/16
6A	11/07/16	12/07/16	12/08/16	12/20/16
7A	12/08/16	01/06/17	01/09/17	01/20/17
8A	01/09/17	02/06/17	02/07/17	02/17/17
9A	02/07/17	03/07/17	03/08/17	03/20/17
10A	03/08/17	04/07/17	04/10/17	04/20/17
11A	04/10/17	05/08/17	05/09/17	05/19/17
12A	05/09/17	06/08/17	06/09/17	06/20/17

Signed and completed timecards are to be turned in and timestamped in the Payroll Office by 3:30 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 a.m. to 11:00 a.m. 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, Payroll **(Alphabet A-G)** 951.943.6369 Ext. 80219  
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**REVISED: 7/8/16**