



Val Verde Unified School District 2017-2018 Payroll Schedule

Monthly (M) Payroll

Includes: Classified and Certificated Full Time and Greater Than Four Hour Employees

PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY 4:30PM ON THE DUE BY DATE

MONTH	PAYROLL NUMBER	PAY PERIOD	PAY DATE	EXTRA DUTY PAY PERIOD	EXTRA DUTY DUE BY DATE
JULY	1M	07/01 - 07/31	7/31/2017	06/01 - 06/30	07/10/17
AUGUST	2M	08/01 - 08/31	8/31/2017	07/01 - 07/31	08/10/17
SEPTEMBER	3M	09/01 - 09/30	9/29/2017	08/01 - 08/31	09/08/17
OCTOBER	4M	10/01 - 10/31	10/31/2017	09/01 - 09/30	10/10/17
NOVEMBER	5M	11/01 - 11/30	11/30/2017	10/01 - 10/31	11/09/17
DECEMBER	6M	12/01 - 12/31	12/28/2017	11/01 - 11/30	12/08/17
DECEMBER	6S*	12/01 - 12/31	1/3/2018	11/01 - 11/30	12/08/17
JANUARY	7M	01/01 - 01/31	1/31/2018	12/01 - 12/31	01/10/18
FEBRUARY	8M	02/01 - 02/28	2/28/2018	01/01 - 01/31	02/09/18
MARCH	9M	03/01 - 03/31	3/30/2018	02/01 - 02/28	03/09/18
APRIL	10M	04/01 - 04/30	4/30/2018	03/01 - 03/31	04/10/18
MAY	11M	05/01 - 05/31	5/31/2018	04/01 - 04/30	05/10/18
JUNE	12M	06/01 - 06/30	6/29/2018	05/01 - 05/31	06/08/18

NOTE: LATE TIME CARDS WILL BE PAID ON THE EMPLOYEE'S NEXT AVAILABLE PAYROLL CYCLE.

DO NOT HOLD TIME CARDS - THE DISTRICT IS ASSESSED PENALTIES & INTEREST FOR LATE PAYROLL REPORTING FOR RETIREMENT.

Each time card must be signed by the employee and approved by a supervisor for payroll processing.

* Certificated payroll information