



Val Verde Unified School District

2017-2018 Payroll Schedule

Semi-Monthly & Hourly (A/B) Payroll

Includes: Less Than Four Hour, Substitute, Supervision Aides, and Students

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

MONTH	PAYROLL	PAYROLL FOR	PAY PERIOD	TIME CARDS DUE	PAY DATE
JULY	1A	SEMI-MONTHLY	6/26-7/10	07/10/17	07/20/17
	1B	SEMI-MONTHLY	7/11-7/25	07/25/17	08/04/17
	1B	SUBS/SUPERVISION AIDES	6/26-7/25	07/25/17	08/04/17
AUGUST	2A	SEMI-MONTHLY	7/26-8/10	08/10/17	08/18/17
	2B	SEMI-MONTHLY	8/11-8/25	08/25/17	09/01/17
	2B	SUBS/SUPERVISION AIDES	7/26-8/25	08/25/17	09/01/17
SEPTEMBER	3A	SEMI-MONTHLY	8/26-9/10	09/08/17	09/20/17
	3B	SEMI-MONTHLY	9/11-9/25	09/25/17	10/05/17
	3B	SUBS/SUPERVISION AIDES	8/26-9/25	09/25/17	10/05/17
OCTOBER	4A	SEMI-MONTHLY	9/26-10/10	10/10/17	10/20/17
	4B	SEMI-MONTHLY	10/11-10/25	10/25/17	11/03/17
	4B	SUBS/SUPERVISION AIDES	9/26-10/25	10/25/17	11/03/17
NOVEMBER	5A	SEMI-MONTHLY	10/26-11/10	11/09/17	11/20/17
	5B	SEMI-MONTHLY	11/11-11/25	11/22/17	12/05/17
	5B	SUBS/SUPERVISION AIDES	10/26-11/25	11/22/17	12/05/17
DECEMBER	6A	SEMI-MONTHLY	11/26-12/10	12/08/17	12/20/17
	6B	SEMI-MONTHLY	12/11-12/15	12/15/17	01/04/18
	6B	SUBS/SUPERVISION AIDES	11/26-12/15	12/15/17	01/04/18
JANUARY	7A	SEMI-MONTHLY	12/16-1/10	01/10/18	01/19/18
	7B	SEMI-MONTHLY	1/11-1/25	01/25/18	02/02/18
	7B	SUBS/SUPERVISION AIDES	12/16-1/25	01/25/18	02/02/18
FEBRUARY	8A	SEMI-MONTHLY	1/26-2/10	02/09/18	02/20/18
	8B	SEMI-MONTHLY	2/11-2/25	02/23/18	03/07/18
	8B	SUBS/SUPERVISION AIDES	1/26-2/25	02/23/18	03/07/18
MARCH	9A	SEMI-MONTHLY	2/26-3/10	03/09/18	03/20/18
	9B	SEMI-MONTHLY	3/11-3/25	03/23/18	04/04/18
	9B	SUBS/SUPERVISION AIDES	2/26-3/25	03/23/18	04/04/18
APRIL	10A	SEMI-MONTHLY	3/26-4/10	04/10/18	04/20/18
	10B	SEMI-MONTHLY	4/11-4/25	04/25/18	05/04/18
	10B	SUBS/SUPERVISION AIDES	3/26-4/25	04/25/18	05/04/18
MAY	11A	SEMI-MONTHLY	4/26-5/10	05/10/18	05/18/18
	11B	SEMI-MONTHLY	5/11-5/25	05/25/18	06/04/18
	11B	SUBS/SUPERVISION AIDES	4/26-5/25	05/25/18	06/04/18
JUNE	12A	SEMI-MONTHLY	5/26-6/10	06/08/18	06/20/18
	12B	SEMI-MONTHLY	6/11-6/25	06/25/18	07/05/18
	12B	SUBS/SUPERVISION AIDES	5/26-6/25	06/25/18	07/05/18

TIME CARDS WITH DATES AFTER 12/15/17 WILL NOT BE ACCEPTED FOR PAYMENT ON 1/04/18

SUPERVISION AIDES OR SUB WORK COMPLETED 12/16/17 - 12/25/17 WILL BE PAID ON THE 7B PAYROLL (02/02/18)

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.