



# TEMECULA VALLEY

UNIFIED SCHOOL DISTRICT

JODI McCLAY  
Superintendent

Board of Education  
Barbara Brosch  
Sandra Hinkson  
Stephen Loner  
Steven Schwartz  
Adam Skumawitz

## SUBSTITUTE / HOURLY (A) PAYROLL

2021-2022 PAYROLL SCHEDULE

INCLUDES: SUBSTITUTES, HOURLY, STUDENT WORKERS, TUTORS, WALK-ON COACHES

MONTH	PAYROLL #	TIMESHEET WORK PERIOD	TIMESHEETS DUE TO PAYROLL ON OR BEFORE	PAY DAY
JULY	02A	07/01 - 07/15	07/15/21	08/20/21
		07/16 - 07/31	07/31/21	
AUGUST	03A	08/01 - 08/15	08/15/21	09/20/21
		08/16 - 08/31	08/31/21	
SEPTEMBER	04A	09/01 - 09/15	09/15/21	10/20/21
		09/16 - 09/30	09/30/21	
OCTOBER	05A	10/01 - 10/15	10/15/21	11/19/21
		10/16 - 10/31	10/31/21	
NOVEMBER	06A	11/01 - 11/15	11/15/21	12/20/21
		11/16 - 11/30	11/30/21	
DECEMBER	07A	12/01 - 12/15	12/15/21	01/20/22
		12/16 - 12/31	12/31/21	
JANUARY	08A	01/01 - 01/15	01/15/22	02/18/22
		01/16 - 01/31	01/31/22	
FEBRUARY	09A	02/01 - 02/15	02/15/22	03/18/22
		02/16 - 02/28	02/28/22	
MARCH	10A	03/01 - 03/15	03/15/22	04/20/22
		03/16 - 03/31	03/31/22	
APRIL	11A	04/01 - 04/15	04/15/22	05/20/22
		04/16 - 04/30	04/30/22	
MAY	12A	05/01 - 05/15	05/15/22	06/20/22
		05/16 - 05/31	05/31/22	
JUNE	12P	06/01 - 06/15	06/15/22	07/20/22 <sup>1</sup>
		06/16 - 06/30	06/30/22	

<sup>1</sup> SUBJECT TO CHANGE BASED ON 12P PAY DATES SET BY RCOE DFS

All submitted timesheets must include: ✓ Employee's Full Legal Name ✓ Employee Number (6-digits)  
✓ Employee Signature ✓ Supervisor Signature ✓ Work Period Dates

**LATE TIMESHEETS WILL BE PROCESSED & PAID THE FOLLOWING MONTH**

**\*NO EXCEPTIONS\***

Paystubs & live checks will continue to be mailed by RCOE to the address on file with TVUSD HRD.

These dates are subject to change by RCOE.