



RIALTO UNIFIED SCHOOL DISTRICT

Fiscal Services

Payroll Bulletin 21-003

DATE: May 6, 2021

TO: Summer School Administrators

FROM: Sharon Faria, Fiscal Services Supervisor

SUBJECT: Summer School 2021 Time Cards

All regular contract teachers and/or classified employees must fill out a time card for Summer School hours. Non-contract substitute teachers and classified substitutes must also fill out a time card. Employee time cards must be submitted to their Principal, in person and/or emailed, for approval signature. **Please note: Electronic signatures from the administrators are not acceptable.** Principals are to forward the signed time cards for payroll processing to: **Fiscal Services Department – Attention Payroll.**

- Regular contract teachers: Blue time card (B-38); if substituting use Salmon time card (B-26C)
- Non-contract teachers (Substitute): Green time card (B-26)
- Regular contract classified: Pink time card (B-36)
- Substitute classified: White time cards (B-37)

All time cards through June 30, 2021, are due in Payroll by July 1, 2021. After June 30, 2021, time cards are submitted according to the dates on the time card.

Pay dates for summer school contract teachers (blue time cards) are as follows:			Pay dates for contract classified (pink time cards) are as follows:		
<u>Time Worked</u>	<u>Due in Payroll</u>	<u>Pay Date</u>	<u>Time Worked</u>	<u>Due in Payroll</u>	<u>Pay Date</u>
6/01 – 6/10/21	6/11/21	7/01/21	6/01 – 6/30/21	7/01/21	7/15/21
6/11 – 6/30/21	7/01/21	7/15/21			

All non-contract substitute teacher and classified time cards are paid on the 9th of each month, except for the period of 06/20/21 – 06/30/21 which will be paid on 07/15/2021.

Summer School 2021

Please refer to information provided by Carol Mehochko and Patricia Chavez for account codes.

Extended School Year 2021

Teacher - SDC	01-6500-0-5765-1110-1120-765-0262
Teacher - ED/MH	01-6500-0-5760-1110-1120-765-0262
Psychologist	01-6500-0-5001-3120-1220-765-0262
Preschool Teacher SDC	01-6500-0-5730-1110-1120-765-0262
Speech Therapist	01-6500-0-5765-3150-1920-765-0262