

Poway Unified School District
Career, Technical and Adult Education
 Payroll Submission Dates and Paydays
 for 2019/2020 School Year

Please Note: THESE SUBMISSION DATES DIFFER FROM THE DISTRICT SUBMISSION DATES. SEE INSTRUCTIONS BELOW.

<u>PAS Timesheet Due Dates</u>	<u>Include these Dates</u>	<u>Payday</u>
Monday, June 24, 2019	June 1 - June 30	Wednesday, July 31, 2019
Tuesday, July 30, 2019	July 1 - July 31	Friday, August 30, 2019
Friday, August 30, 2019	August 1 - August 31	Monday, September 30, 2019
Monday, September 30, 2019	September 1 - September 30	Thursday, October 31, 2019
Monday, October 28, 2019	October 1 - October 31	Wednesday, November 27, 2019
Monday, November 18, 2019	November 1 - November 20*	Friday, December 20, 2019
Wednesday, December 18, 2019	November 21 - December 31	Friday, January 31, 2020
Friday, January 31, 2020	January 1 - January 31	Friday, February 28, 2020
Thursday, February 27, 2020	February 1 - February 29	Monday, March 30, 2020
Tuesday, March 31, 2020	March 1 - March 31	Thursday, April 30, 2020
Thursday, April 30, 2020	April 1 - April 30	Friday, May 29, 2020
Thursday, May 28, 2020	May 1 - May 31	Tuesday, June 30, 2020

You may mail your timesheet to:

Poway Adult School
 13626 Twin Peaks Rd.
 Poway, CA 92064
 Linda Cialeo (CTE)
 Jenni Franano (AE & ESL)
 Nicole Curtis (Community Ed)

Questions?
 Call or email Tammy Cadwell:
 tcadwell@powayusd.com
 (858) 668-4004

Our Timesheet submission dates are also on our Poway Adult School website under Staff Resources from the home page.
www.powayadulthoodschool.com

Instructions for submitting time sheets:

- Use time sheet P-27A Federal/state (rev 11-2014) which is available in the workroom at Poway Adult School.
- Submit timesheets to your designated timesheet coordinator at Poway Adult School. **Do not send to our Payroll department.**
- Timesheets are due by 6:30 pm on the timesheet due date above. **Except Fridays.** We close our office at noon on Fridays.
- Do not include any portion of your SSN (use your employee ID from your paystub, a 6 digit number xxx-xxx).
- Sign your time sheet with only blue or black ink.
- Include the class name of the class you taught.
- Use one row for each day worked and one for each class taught.
- Timesheets must be submitted monthly on the due date. You may not hold on to them.
- Include the number of hours for every date (no dittos or arrows).
- * **November payroll is early due to the holidays. Include dates worked November 1st through November 20th only.**