



Rialto Unified School District Fiscal Services

Sharon Flores, Senior Director

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**PLEASE
POST**

DATE: May 9, 2013
TO: All Employees
FROM: Sharon Flores, Senior Director
SUBJECT: ABSENCE SLIP DEADLINES /TIME CARD SCHEDULE DATES FOR FISCAL YEAR-END CLOSING

CERTIFICATED AND CLASSIFIED 10 MONTH EMPLOYEE ABSENCE SLIPS THROUGH MAY 10TH MUST BE RECEIVED BY MAY 15TH

- AFTER MAY 10TH SEND IN ABSENCE SLIPS DAILY (10 MONTH EMPLOYEE)
- AFTER JUNE 10TH SEND IN ABSENCE SLIPS DAILY (MORE THAN 10 MONTH EMPLOYEE)
- REPORT ABSENCES TO PAYROLL IMMEDIATELY FOR EMPLOYEES WHO ARE OUT OF PAID LEAVE

UNUSED VACATION HOURS WILL BE PAID ON JUNE 28, 2013 FOR EMPLOYEES THAT WORK LESS THAN 12 MONTHS AND THOSE PAID OUT OF CATEGORICAL FUNDS

These employees must turn in absence slips for vacation time by **June 10th** to prevent overpayment. **Failure to notify payroll by June 10th will result in a salary adjustment on their first pay warrant of the 2013-2014 school year**

**** IN ORDER TO GUARANTEE PAYMENT, TIME CARDS MUST BE RECEIVED BY THE DEADLINE ****

The following is a schedule of due dates for both classified and certificated time cards:

CLASSIFIED TIME CARDS	PERIOD WORKED	DUE DATES	PAY DATES
Hourly/Substitute (White)	5/20 through 6/19	June 19	July 9
Hourly/Substitute (White)	6/20 through 6/27	June 27	July 15
Contract (Pink)	5/01 through 5/31	May 31	June 28
Contract (Pink)	6/01 through 6/27	June 27	July 15
CERTIFICATED TIME CARDS	PERIOD WORKED	DUE DATES	PAY DATES
Contract (Blue/Salmon)	5/11 through 6/10	June 10	July 1
Contract (Blue/Salmon)	6/11 through 6/27	June 27	July 15
Hourly/Daily (Green/White)	5/20 through 6/19	June 19	July 9
Hourly/Daily (Green/White)	6/20 through 6/27	June 27	July 15