

Poway Unified School District  
**Poway Adult School**  
 Submission dates for all Payroll related documents  
 for 2011/2012 School Year

*These submission dates are also in our Faculty Handbook*

<b><u>Month</u></b>	<b><u>PAS Time Sheet Due Dates</u></b>	<b><u>Payday</u></b>
<b>Jul-2011</b>	Thursday, July 07, 2011	Friday, July 29, 2011
<b>Aug-2011</b>	Monday, August 08, 2011	Wednesday, August 31, 2011
<b>Sep-2011</b>	Friday, September 02, 2011	Friday, September 30, 2011
<b>Oct-2011</b>	Monday, October 03, 2011	Monday, October 31, 2011
<b>Nov-2011</b>	Monday, October 31, 2011	Wednesday, November 30, 2011
<b>Dec-2011</b>	Monday, November 28, 2011	Friday, December 16, 2011
<b>Jan-2012</b>	Wednesday, January 04, 2012	Tuesday, January 31, 2012
<b>Feb-2012</b>	Monday, January 30, 2012	Wednesday, February 29, 2012
<b>Mar-2012</b>	Monday, March 05, 2012	Thursday, March 29, 2012
<b>Apr-2012</b>	Monday, April 02, 2012	Monday, April 30, 2012
<b>May-2012</b>	Monday, May 07, 2012	Thursday, May 31, 2012
<b>Jun-2012</b>	Monday, June 04, 2012	Friday, June 29, 2012
<b>* Last Time Sheet in Fiscal year</b>	Monday, July 02, 2012	Tuesday, July 31, 2012

\*For hours only through June 30

**Reminders for time sheet submission:**

- Do not include any portion of you SSN (use your employee ID from your paystub a 6 digit number xxx-xxx)
- Sign your time sheet
- Only use blue or black ink
- Include the section number/name of the class that you taught (and who you subbed for if applicable)
- Use one row for each day worked and one for each class taught
- Submit time sheets on time
- Submit time sheets monthly (do not hold them until your class has ended)
- Contact Tammy Cadwell with questions (858) 668-4004

*Please note: Our submission dates are not the same as the district payroll due dates*