



## Fiscal Services

Payroll Bulletin 24-004

**DATE:** April 23, 2024  
**TO:** Summer School Administrators  
School Secretaries  
**FROM:** Sharon Faria, Fiscal Services Manager  
**SUBJECT:** Summer School 2024 Time Cards

All regular contract teachers must fill out a Blue time card for Summer School hours and a Salmon time card for substitute hours. Non contract substitute teachers must fill out a Green time card. Time cards must be submitted to your Principal for approval signature. Principals are to forward the signed time cards to: Fiscal Services for processing.

- 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 28, 2024, are due in Fiscal Services by July 1, 2024. After June 28, 2024, time cards are submitted according to the dates on the time card.

Pay dates for regular summer school teachers (blue time cards) are as follows:			Pay dates for contract classified (pink time cards) are as follows:		
<b><u>Time Worked</u></b>	<b><u>Due in Payroll</u></b>	<b><u>Pay Date</u></b>	<b><u>Time Worked</u></b>	<b><u>Due in Payroll</u></b>	<b><u>Pay Date</u></b>
6/03 – 6/10/24	6/12/24	7/01/24	6/03 – 6/28/24	7/01/24	7/15/24
6/11 – 6/28/24	7/01/24	7/15/24			

**All non-contract substitute time cards are paid on the 9th of each month, except for the period of 06/21 – 06/28/24 which will be paid on 07/15/2024.**

Elementary & MS Enrichment		High School Summer School	
Teacher	01-2600-0-1111-1000-1120-xxx-xxxx	Teacher	01-3219-0-1111-1000-1120-xxx-xxxx
Principal	01-2600-0-1111-2700-1350-xxx-xxxx	Counselor	01-3219-0-1111-3110-1220-xxx-xxxx
Health Clerk	01-2600-0-1111-3140-2220-xxx-xxxx	Attendance Clerk	01-3219-0-1111-3130-2420-xxx-xxxx
Attendance Clerk	01-2600-0-1111-3130-2420-xxx-xxxx	Health Clerk	01-3219-0-1111-3140-2220-xxx-xxxx
Noon Duty Aides	01-2600-0-1111-3901-2920-xxx-xxxx	IA's	01-3219-0-1111-1000-2120-xxx-xxxx
IA's	01-2600-0-1111-1000-2120-xxx-xxxx	Noon Duty Aides	01-3219-0-1111-3901-2920-xxx-xxxx
ITA's	01-2600-0-1111-2420-2220-xxx-xxxx	ITA's	01-3219-0-1111-2420-2220-xxx-xxxx