



RIALTO UNIFIED SCHOOL DISTRICT

Fiscal Services

Payroll Bulletin 21-002

DATE: April 20, 2021

TO: All Employees

FROM: Sharon Faria, Fiscal Services Supervisor

SUBJECT: Affidavit Deadlines and Time Card Due Dates for Fiscal Year-End Closing

It is imperative that **ALL** absence affidavits be submitted to payroll in a timely manner to avoid possible overpayments. Prior to leaving on break, please review your "Leave Balances" on the BEST NET Employee Self Service Site to make sure you have signed and submitted all of your affidavits for your absences.

For Classified Contract employees who work **less than 12 months**, unused vacation hours will be paid on **June 30, 2021**. For Classified Contract employees who **work 12 months**, excess vacation hours will be paid on **August 31, 2021**. Please have your site/department secretary enter any vacation absence scheduled for the month of June in ELTS by **June 1, 2021**. Failure to do so will result in a salary adjustment on your first pay warrant in the 2021-2022 school year.

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

CLASSIFIED TIME CARDS	PERIOD WORKED	DUE DATES	PAY DATES
Contract (Pink/Yellow)	5/01 through 5/31	June 01	June 30
Contract (Pink/Yellow)	6/01 through 6/30	June 30	July 15
Hourly/Substitute (White)	5/20 through 6/18	June 18	July 09
Hourly/Substitute (White)	6/21 through 6/30	June 30	July 15

CERTIFICATED TIME CARDS	PERIOD WORKED	DUE DATES	PAY DATES
Contract (Blue/Salmon)	5/11 through 6/10	June 10	July 01
Contract (Blue/Salmon)	6/11 through 6/30	June 30	July 15
Hourly/Substitute (Green)	5/20 through 6/18	June 18	July 09
Hourly/Substitute (Green)	6/21 through 6/30	June 30	July 15

If your work calendar ends prior to the above due dates, please turn in your timecards on your last day of work for the 20/21 Fiscal Year.

Should you have any questions, please do not hesitate to contact our office.