

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT
CLASSIFIED PAYROLL TIME CARD SCHEDULE
(All Substitute Positions/Additional Hours/Overtime Work)
2011-2012

Payroll Number	Pay Period	Time Cards Due To Payroll Dept. by 3:00 p.m.	Payday
03M 03B	08/17/11 - 09/16/11	09/19/11	09/23/11 10/07/11
04M 04B	09/17/11 - 10/16/11	10/17/11	10/25/11 11/10/11
05M 05B	10/17/11 - 11/16/11	Furlough Week: 11/21 - 23 11/14/11* *Early Due Date - Project 11/15 & 16 Hrs	11/18/11 12/09/11
06M 06B	11/17/11 - 12/16/11	Winter Recess: 12/19 - 1/2 12/12/11* *Early Due Date - Project 12/13, 14, 15 & 16 Hrs	12/16/11 01/10/12
07M 07B	12/17/11 - 01/16/12	01/17/12	01/25/12 02/10/12
08M 08B	01/17/12 - 02/16/12	February Recess: 02/17 & 02/20 02/21/12	02/24/12 03/09/12
09M 09B	02/17/12 - 03/16/12	03/19/12	03/23/12 04/10/12
10M 10B	03/17/12 - 04/16/12	Furlough Week & Spring Recess: 04/9 - 04/13 04/17/12	04/25/12 05/10/12
11M 11B	04/17/12 - 05/16/12	05/17/12	05/25/12 06/08/12
12M 12B	05/17/12 - 06/16/12	Furlough Week: 6/15 - 6/22 06/13/12* *Early Due Date - Project 6/14, 15 & 16 Hrs	06/25/12 07/10/12
01M 13B/01B 01B	06/17/12 - 06/30/12 07/01/12 - 07/16/12	Last Day of School: 06/14 07/03/12 07/17/12	07/25/12 08/10/12 08/10/12
02M 02B	07/17/12 - 08/16/12	08/17/12	08/24/12 09/10/12

Important Time Card Information

The time card deadlines listed above are based on current payroll programming. All time cards, including extra duty, summer assignments, and ASB work, must be received by your Office Manager on later than the established time card due date.

Pay Stub and Pay Check Distribution

Employees who **elect direct deposit** will print and view their pay stubs online by establishing a secure account through OCDE's "Employee Information System" (EIS). This is a secure online website accessed through SVUSD's SaddlePort. Log-in instructions are in your new hire packet. Please go to the Payroll Department's website at www.svUSD.org for additional instructions and information.

Employees who **do not have direct deposit** will have their paycheck mailed directly to their home address on the designated payday. All employees are encouraged to use direct deposit. Direct Deposit application is located on the Payroll Department's website at www.svUSD.org. Please click the link "Forms and Documents" and download the "Direct Deposit Authorization" form.