

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
SUBSTITUTES PAYROLL INFORMATION
JULY 2023 - JUNE 2024**

| Month | Pay Period | <i>Aesop Sign In Sheets due in Payroll Office by 4:30 pm</i> | Payday | Time Available | Payroll |
|-----------|-------------|--|----------|-----------------------|---------|
| JULY | 07/01-07/31 | 08/01/23 | 08/18/23 | CHECKS WILL BE MAILED | 02A |
| AUGUST | 08/01-08/31 | 09/01/23 | 09/20/23 | CHECKS WILL BE MAILED | 03A |
| SEPTEMBER | 09/01-09/30 | 10/02/23 | 10/20/23 | CHECKS WILL BE MAILED | 04A |
| OCTOBER | 10/01-10/31 | 11/01/23 | 11/20/23 | CHECKS WILL BE MAILED | 05A |
| NOVEMBER | 11/01-11/30 | 12/01/23 | 12/20/23 | CHECKS WILL BE MAILED | 06A |
| DECEMBER | 12/01-12/31 | 01/03/24 | 01/19/24 | CHECKS WILL BE MAILED | 07A |
| JANUARY | 01/01-01/31 | 02/01/24 | 02/20/24 | CHECKS WILL BE MAILED | 08A |
| FEBRUARY | 02/01-02/28 | 03/01/24 | 03/20/24 | CHECKS WILL BE MAILED | 09A |
| MARCH | 03/01-03/31 | 04/01/24 | 04/19/24 | CHECKS WILL BE MAILED | 10A |
| APRIL | 04/01-04/30 | 05/01/24 | 05/20/24 | CHECKS WILL BE MAILED | 11A |
| MAY | 05/01-05/31 | 06/03/24 | 06/20/24 | CHECKS WILL BE MAILED | 12A |
| JUNE | 06/01-06/30 | 07/01/24 | 07/19/24 | CHECKS WILL BE MAILED | 12P |

Each Substitute is responsible for signing in and certifying hours worked daily on the Frontline report