

Central Union High School District

Payroll Department

To: All District Employees
 (Substitute, Adult Education Teachers, Hourly, Extra Hours)
 From: Jesus Bedolla & Michelle S. Kahler, Payroll Dept.
 Date: 07/01/2019
 Subject: Payroll schedule for the school year 2019 - 2020

**PAYCHECKS WILL BE RELEASED ON THE ISSUE DATES AFTER 9AM.
 PAYCHECKS NOT PICKED UP BY 4 PM WILL BE PLACED IN THE OUTGOING MAIL.**

Payroll Dates	Deadline Dates	Issue Dates
06/01/19 thru 06/30/19	07/01/19	07/31/19
07/01/19 thru 07/31/19	08/01/19	08/30/19
08/01/19 thru 08/31/19	09/03/19	09/30/19
09/01/19 thru 09/30/19	10/01/19	10/31/19
10/01/19 thru 10/31/19	11/01/19	11/27/19
11/01/19 thru 11/30/19	12/02/19	* 12/30/2019 **
* For the 12/30/2019 & 01/02/2020 Paychecks will be available at the District Office from 8am - 12pm		
** Certificated staff will not receive their paychecks until January 2, 2020		
12/01/19 thru 12/31/19	01/02/20	01/31/20
01/01/20 thru 01/31/20	02/03/20	02/28/20
02/01/20 thru 02/29/20	03/03/20	03/31/20
03/01/20 thru 03/31/20	04/01/20	04/30/20
04/01/20 thru 04/30/20	05/01/20	05/29/20
05/01/20 thru 05/31/20	06/01/20	06/30/20

TIME SHEETS ARE AVAILABLE ON THE CUHSD WEBSITE UNDER HUMAN RESOURCES

PLEASE VERIFY:

- 1 • That a **Pay for Service (PFS)** has been turned in and include the **PFS #** on the time sheets.
- 2 • **ALL** time sheets must be signed in **PEN** by supervisor and employee before coming to the district office or they will be returned and will not be paid on the current payroll.
- 3 • **ALL** time sheets and payroll changes must be turned in on the deadline date and **LATE** time cards will not be processed until the next payroll run.