

Central Union High School District

Payroll Department

To: All District Employees
 (Adult Education Teachers, Substitute, Hourly, Extra Hours)

From: Jesus Bedolla & Michelle S. Kahler, Payroll Dept.

Date: 07/01/2021

Subject: Payroll schedule for the school year 2021 - 2022

**PAYCHECKS WILL BE RELEASED ON THE ISSUE DATES AFTER 8AM.
 PAYCHECKS NOT PICKED UP WILL BE MAILED BY THE END OF THE DAY.**

Payroll Dates	Deadline Dates	Issue Dates
06/01/21 thru 06/30/21	07/01/21	07/09/21
07/01/2 thru 07/31/21	08/02/21	08/31/21
08/01/21 thru 08/31/21	09/01/21	09/30/21
09/01/21 thru 09/30/21	10/01/21	10/29/21
10/01/21 thru 10/31/21	11/01/21	11/30/21
11/01/2 thru 11/30/21	12/01/21	12/29/2021**
* For the 12/29/2021 & 01/03/2022 Paychecks will be available at the District Office from 8am - 12pm		
** Certificated staff will not receive their paychecks until January 3, 2022		
12/01/21 thru 12/31/21	01/04/22	01/31/22
01/01/22 thru 01/31/22	02/01/22	02/28/22
02/01/22 thru 02/28/22	03/01/22	03/31/22
03/01/22 thru 03/31/22	04/01/22	04/29/22
04/01/22 thru 04/30/22	05/02/22	05/31/22
05/01/22 thru 05/31/22	06/01/22	06/30/22

TIME SHEETS ARE AVAILABLE ON THE CUHSD WEBSITE UNDER HUMAN RESOURCES/PAYROLL/FORMS
 COPIES OF PREVIOUS PAYCHECKS/STUBS ARE AVAILABLE ON THE EMPLOYEE PORTAL

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.