

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: 07/01/2022

Subject: Payroll schedule for the school year 2022 - 2023

**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
06/01/22 thru 06/30/22	07/01/22	07/08/22
07/01/22 thru 07/31/22	08/01/22	08/31/22
08/01/22 thru 08/31/22	09/01/22	09/30/22
09/01/22 thru 09/30/22	10/03/22	10/31/22
10/01/22 thru 10/31/22	11/01/22	11/30/22
11/01/22 thru 11/30/22	12/01/22	12/29/2022**
* For the 12/29/2022 & 01/03/2023 Paychecks will be available at the District Office from 8am - 12pm		
** Certificated staff will not receive their paychecks until January 3, 2023		
12/01/22 thru 12/31/22	01/03/23	01/31/23
01/01/23 thru 01/31/23	02/01/23	02/28/23
02/01/23 thru 02/28/23	03/01/23	03/31/23
03/01/23 thru 03/31/23	04/03/23	04/28/23
04/01/23 thru 04/30/23	05/01/23	05/31/23
05/01/23 thru 05/31/23	06/01/23	06/29/23

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.