

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: 07/01/2024

Subject: Payroll schedule for the school year 2024 - 2025

**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
06/01/24 thru 06/30/24	07/01/24	7/10/2024 & 7/31/2024
07/01/24 thru 07/31/24	08/01/24	08/30/24
08/01/24 thru 08/31/24	09/03/24	09/30/24
09/01/24 thru 09/30/24	10/01/24	10/31/24
10/01/24 thru 10/31/24	11/01/24	11/27/24
11/01/24 thru 11/30/24	12/02/24	12/30/24
* For the 12/30/2024 & 01/02/2025 Paychecks will be available at the District Office from 8am - 12pm		
** Certificated staff will not receive their paychecks until January 2, 2025		
12/01/24 thru 12/31/24	01/02/25	01/31/25
01/01/25 thru 01/31/25	02/03/25	02/28/25
02/01/25 thru 02/28/25	03/03/25	03/31/25
03/01/25 thru 03/31/25	04/01/25	04/30/25
04/01/25 thru 04/30/25	05/01/25	05/30/25
05/01/25 thru 05/31/25	06/02/25	06/30/25

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.