

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: 07/01/2023

Subject: Payroll schedule for the school year 2023 - 2024

**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
06/01/23 thru 06/30/23	06/29/23	07/10/23
07/01/23 thru 07/31/23	08/01/23	08/31/23
08/01/23 thru 08/31/23	09/01/23	09/29/23
09/01/23 thru 09/30/23	10/02/23	10/31/23
10/01/23 thru 10/31/23	11/01/23	11/30/23
11/01/23 thru 11/30/23	12/01/23	12/28/23
* For the 12/28/2023 & 01/02/2024 Paychecks will be available at the District Office from 8am - 12pm		
** Certificated staff will not receive their paychecks until January 2, 2024		
12/01/23 thru 12/31/23	01/03/24	01/31/24
01/01/24 thru 01/31/24	02/01/24	02/29/24
02/01/24 thru 02/28/24	03/01/24	03/28/24
03/01/24 thru 03/31/24	04/01/24	04/30/24
04/01/24 thru 04/30/24	05/01/24	05/31/24
05/01/24 thru 05/31/24	06/03/24	06/27/24

*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.