

GLENDALE UNIFIED SCHOOL DISTRICT
 Glendale, California
 FINANCIAL SERVICES

M E M O R A N D U M

DATE: May 31, 2023

TO: Administrators, Principals
Certificated Hourly/Daily Employees
 Secretaries

FROM: Payroll, Extensions 1479, 1300, 1296, 1295, and 1367

SUBJECT: CALENDAR MONTH PAYROLL SCHEDULE FOR 2023-24

The calendar month hourly/daily payroll cycle ends on the 25th of every month. The pay warrants are issued on or before the 5th of the following month. **Time reports should be submitted to Payroll as soon as you are done working for the pay period.** Time reports turned in after the due date may be subject to penalties and interest charges. If you move, please notify the Payroll Department and the Human Resources Office in writing. Substitute employee pay warrants are mailed, no exceptions.

PAY PERIOD	TIME REPORT		ISSUE DATE	
	DUE IN PAYROLL			
06/26/23 - 07/25/23	Wednesday	07/26/23	Friday	08/04/23
07/26/23 - 08/25/23	Monday	08/28/23	Tuesday	09/05/23
08/26/23 - 09/25/23	Tuesday	09/26/23	Thursday	10/05/23
09/26/23 - 10/25/23	Thursday	10/26/23	Friday	11/03/23
10/26/23 - 11/25/23	Monday	11/27/23	Tuesday	12/05/23
11/28/23 – 12/15/23	Monday	12/18/23	Friday	01/05/24
12/16/23 - 01/25/24	Friday	01/26/24	Monday	02/05/24
01/26/24 - 02/25/24	Monday	02/26/24	Tuesday	03/05/24
02/26/24 - 03/25/24	Tuesday	03/26/24	Friday	04/05/24
03/26/24 - 04/25/24	Friday	04/26/24	Friday	05/03/24
04/26/24 - 05/25/24	Tuesday	05/28/24	Wednesday	06/05/24
05/26/24 - 06/25/24	Wednesday	06/26/24	Friday	07/05/24
06/26/24 – 06/30/24	Thursday	06/27/24	Friday	07/05/24

c. Wesley Walton, Glendale Area Schools Credit Union

GLENDALE UNIFIED SCHOOL DISTRICT
 Glendale, California
 FINANCIAL SERVICES

M E M O R A N D U M

DATE: May 31, 2023

TO: Administrators, Principals
Classified Hourly Employees
 Secretaries

FROM: Payroll, Extensions 1479, 1519, 1419, 1296, and 1367

SUBJECT: CALENDAR MONTH PAYROLL SCHEDULE FOR 2023-24

The calendar month hourly payroll cycle ends on the last day of every month. The pay warrants are issued on the 10th of the following month. **Time reports should be submitted to Payroll as soon as you are done working for the pay period.** Time reports turned in after the due date may be subject to penalties and interest charges. If you move, please notify the Payroll Department and the Human Resources Office in writing. Substitute employee pay warrants are mailed, no exceptions.

PAY PERIOD	TIME REPORT		ISSUE DATE	
		DUE IN PAYROLL		
07/01/23 - 07/31/23	Tuesday	08/01/23	Thursday	08/10/23
08/01/23 - 08/31/23	Friday	09/01/23	Friday	09/08/23
09/01/23 - 09/30/23	Monday	10/02/23	Tuesday	10/10/23
10/01/23 - 10/31/23	Wednesday	11/01/23	Thursday	11/09/23
11/01/23 - 11/30/23	Friday	12/01/23	Friday	12/08/23
12/01/23 - 12/31/23	Tuesday	01/02/24	Wednesday	01/10/24
01/01/24 - 01/31/24	Thursday	02/01/24	Friday	02/09/24
02/01/24 - 02/29/24	Friday	03/01/24	Friday	03/08/24
03/01/24 - 03/31/24	Monday	04/01/24	Wednesday	04/10/24
04/01/24 - 04/30/24	Wednesday	05/01/24	Friday	05/10/24
05/01/24 - 05/31/24	Monday	06/03/24	Monday	06/10/24
06/01/24 - 06/30/24	Monday	07/01/24	Wednesday	07/10/24

c. Wesley Walton, Glendale Area Schools Credit Union

GLENDALE UNIFIED SCHOOL DISTRICT
 Glendale, California
 FINANCIAL SERVICES

M E M O R A N D U M

DATE: May 31, 2023

TO: Administrators, Principals, Secretaries

FROM: Payroll, Extensions 1295, 1300, 1479, 1296, 1367

SUBJECT: **CERTIFICATED SUMMER SESSION PAYROLL PERIODS AND ACCOUNT NUMBERS**

PAY PERIOD	NO. OF WEEKS IN PAY PERIOD	TIME REPORT DUE IN FINANCIAL SERVICES	ISSUE DATE
06/12/23 – 06/15/23	1 (V1B)	Original Friday 06/16/23 Fax/Email by 9 AM Tuesday 06/13/23	Tuesday 06/20/23
06/16/23 – 06/30/23	2 (V1C)	Original Monday 07/03/23 Fax/Email by 9 AM Wednesday 06/28/23	Wednesday 07/05/23
07/01/23 – 07/15/23	2 (V1D)	Original Monday 07/17/23 Fax/Email by 9 AM Friday 07/14/23	Thursday 07/20/23
07/16/23 – 07/31/23	2 (V1E)	Original Tuesday 08/01/23 Fax/Email by 9 AM Monday 07/31/23	Friday 08/04/23

Payroll Fax #: (818)247-9915
 Special Ed Fax #: (818)507-6591
 Email: LChavez@gusd.net

ACCOUNT NUMBERS

Secondary LCAP Intervention Teacher	# 01.0 02000.0 19008 10000 1130 0006682
Secondary Enrich/Adv Teacher ELOP	# 01.0 26000.0 19009 10000 1130 0006682
Special Education	# 01.0 65000.0 57609 11100 1130 0000600

EXCEPTIONS TO THIS SCHEDULE

(paid from *PINK* schedule)

Substitute Teachers EELP Teachers Stage Managers CTE Teachers

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