

## Chico Unified School District 2008/2009 Payroll Schedule

MONTH	PAY PERIOD	DUE IN PAYROLL OFFICE	PAY DAY
July:	June 6 - July 5	July 7, 2008	July 31, 2008
August:	July 6 - Aug 5	August 6, 2008	August 29, 2008
September:	Aug 6 - Sept 5	September 8, 2008	September 30, 2008
October:	Sept 6 - Oct 5	October 6, 2008	October 31, 2008
November:	Oct 6- Nov 5	November 6, 2008	November 26, 2008
December:	Nov 6 - Dec 5	December 8, 2008	December 30, 2008
January:	Dec 6 - Jan 5	January 6, 2009	January 30, 2009
February:	Jan 6 - Feb 5	February 6, 2009	February 27, 2009
March:	Feb 6 - Mar 5	March 6, 2009	March 31, 2009
April:	Mar 6 - Apr 5	April 6, 2009	April 30, 2009
May:	Apr 6 - May 5	May 6, 2009	May 29, 2009
June:	May 6 - June 5	June 8, 2009	June 30, 2009

All Timesheet, Report of Substitute, and/or Extra Assignment forms must be turned into the Payroll Office by 5:00 PM on the due date. (Report of Substitute forms will be turned in weekly with the final one on the due date.) Absences during the pay period should be reported on an Absence Report form and turned in weekly. Payroll Cards will be turned in on the due date.

To all those responsible for turning in Payroll Cards: It should be re-affirmed how important it is that Payroll Cards be turned in on the cut-off date. A late Payroll Card causes hardship for the employee who must wait an additional week for his pay, and also creates extra work for the District Payroll Office, the County Superintendent's Office and the County Auditor's Office. It is the responsibility of the employee and the site administrator to see that Payroll Cards are turned in on time.

ALL PAYROLL CARDS MUST BE SIGNED BY THE EMPLOYEE AND THE SUPERVISOR.

**CERTIFICATED AND CLASSIFIED SUMMER SCHOOL SCHEDULE**  
Including all Special Ed Programs, Fair View High School and 21st Century Community Learning Programs

PAY PERIOD  
JUNE 9 - JUNE 30  
JULY 1 - JULY 18

DUE IN PAYROLL OFFICE  
July 2, 2008  
July 21, 2008

PAYDAY  
July 16, 2008  
August 7, 2008

  
Peter VanBuskirk, Fiscal Services Manager