

**Chico Unified School District
Supplemental Payroll Schedule
2018-19**

Month	Pay Period	Due in Payroll Office	Pay Day
July	June 21 - July 20	July 23, 2018	August 10, 2018
August	July 21 - August 20	August 21, 2018	September 10, 2018
September	August 21 - Sept. 20	September 21, 2018	October 10, 2018
October	Sept. 21 - Oct. 20	October 22, 2018	November 09, 2018
November	Oct. 21 - Nov. 20	November 21, 2018	December 10, 2018
December	Nov. 21 - Dec. 20	December 20, 2018	January 10, 2019
January	Dec. 21 - Jan. 20	January 22, 2019	February 08, 2019
February	Jan. 21 - Feb. 20	February 21, 2019	March 08, 2019
March	Feb. 21 - March 20	March 21, 2019	April 10, 2019
April	March 21 - April 20	April 23, 2019	May 10, 2019
May	April 21 - May 20	May 21, 2019	June 10, 2019
June	May 21 - June 20	June 21, 2019	July 10, 2019

All Report of Substitute and/or Extra Assignment forms must be turned in to 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.

To all those responsible for turning in Payroll Cards: It should be reaffirmed how important it is that Payroll Cards be turned in by the due date. A late Payroll Card causes hardship for the employee who must wait an additional week for his or her 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.