



Chico Unified School District Supplemental Payroll Schedule 2019-20

Month	Pay Period	Due in Payroll Office	Pay Day
July	June 21 - July 20	July 22, 2019	August 9, 2019
August	July 21 - August 20	August 21, 2019	September 10, 2019
September	August 21 - Sept. 20	September 23, 2019	October 10, 2019
October	Sept. 21 - Oct. 20	October 21, 2019	November 8, 2019
November	Oct. 21 - Nov. 20	November 21, 2019	December 10, 2019
December	Nov. 21 - Dec. 20	December 23, 2019	January 10, 2020
January	Dec. 21 - Jan. 20	January 22, 2020	February 10, 2020
February	Jan. 21 - Feb. 20	February 21, 2020	March 10, 2020
March	Feb. 21 - March 20	March 23, 2020	April 9, 2020
April	March 21 - April 20	April 21, 2020	May 8, 2020
May	April 21 - May 20	May 21, 2020	June 10, 2020
June	May 21 - June 20	June 22, 2020	July 10, 2020

All Report of Substitute and/or Extra Assignment forms must be turned in to the Payroll Office by 4:30 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.