



Chico Unified School District Supplemental Payroll Schedule 2024-25

Month	Pay Period	Due in Payroll Office	Pay Day
July	June 21 - July 20	July 22, 2024	August 9, 2024
August	July 21 - August 20	August 21, 2024	September 10, 2024
September	August 21 - Sept. 20	September 23, 2024	October 10, 2024
October	Sept. 21 - Oct. 20	October 21, 2024	November 8, 2024
November	Oct. 21 - Nov. 20	November 21, 2024	December 10, 2024
December	Nov. 21 - Dec. 20	December 23, 2024	January 10, 2025
January	Dec. 21 - Jan. 20	January 22, 2025	February 10, 2025
February	Jan. 21 - Feb. 20	February 21, 2025	March 10, 2025
March	Feb. 21 - March 20	March 21, 2025	April 10, 2025
April	March 21 - April 20	April 22, 2025	May 9, 2025
May	April 21 - May 20	May 21, 2025	June 10, 2025
June	May 21 - June 20	June 23, 2025	July 10, 2025

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.