



**PERRIS UNION HIGH SCHOOL DISTRICT
2023-24 CERTIFICATED AND CLASSIFIED
SUBSTITUTE PAYROLL SCHEDULE**

PAYROLL #	START DATE	END DATE	TIMECARDS DUE	PAY DATE
1A	6/09/2023	7/07/2023	7/10/2023	7/20/2023
2A	7/10/2023	8/10/2023	8/11/2023	8/18/2023
3A	8/11/2023	9/08/2023	9/11/2023	9/20/2023
4A	9/09/2023	10/10/2023	10/11/2023	10/20/2023
5A	10/11/2023	11/08/2023	11/09/2023	11/20/2023
6A	11/09/2023	12/08/2023	12/11/2023	12/20/2023
7A	12/09/2023	1/09/2024	1/10/2024	1/19/2024
8A	1/10/2024	2/07/2024	2/08/2024	2/20/2024
9A	2/08/2024	3/08/2024	3/11/2024	3/20/2024
10A	3/09/2024	4/10/2024	4/11/2024	4/20/2024
11A	4/11/2024	5/09/2024	5/10/2024	5/20/2024
12A	5/10/2024	6/07/2024	6/10/2024	6/20/2024

Signed and completed timecards are to be turned in and timestamped in the Payroll Office by 4:30 PM on the day specified on the above schedule. Timecards received after this date are subject to being processed the following month.

Timecards are to reflect only the current pay period. Do not carry over time worked or accumulated from one pay period to the next.

All payroll warrants will be mailed to the employee's address of record, until further notice.

PLEASE NOTE: Direct Deposit is available as an option to all employees.

Payroll contact information: Liu Yeung 951.943.6369 Ext. 80217
 Audrey Parada 951.943.6369 Ext. 80218
 Alejandra Pena 951.943.6369 Ext. 80219