



REDLANDS UNIFIED SCHOOL DISTRICT

To: All Certificated Personnel

From: Fernanda Naves, Director of Accounting & Payroll

Date: May 20, 2024

Subject: 2024-2025 Certificated Contract Payroll Dates

This following year, the months listed below will have different payroll payment dates than the first of the month for fiscal year 2024-2025.

September 3, 2024

December 2, 2024

January 2, 2025

February 3, 2025

March 3, 2025

June 2, 2025

The County Office of Education dictates our pay cycles and initiates payments. They choose to pay Classified employees on the last day of each month and Certificated on the first day of each month. For Certificated, if that day is a weekend or holiday it is paid on the day immediately following. Per State Education Code, the County has the option to pay Certificated staff up to the fifth day of the month.

Timing of weekends and holidays that fall on the first of the month can be inconvenient for automatic withdrawals scheduled on the first and having availability of funds if the banking institution hasn't yet made those funds available.

This method can have periodic occurrences that don't work in your current banking set-up if automatic payments/withdrawals are set-up for the first. This is nothing new and has in fact been an occasional hiccup for all Certificated staff for many years. Some years it happens rarely, but it does occur at least every January. This school year it happens several times beginning in September.

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