



AZUSA UNIFIED SCHOOL DISTRICT

C5 Schedule

CERTIFICATED HOURLY

2024-2025 SCHOOL YEAR

Ex: Coaching, Overloads, Extra-Curricular Assignments, Combo Classes, and Substitutes

CYCLE/ SCHEDULE	PAYROLL TIMESHEET		TIMESHEET DUE DATE	WARRANT ISSUE DATE
	FROM	TO		
V1C SUMMER	6/7/2024	6/14/2024	6/14/2024	7/5/2024
V1C SUMMER	6/15/2024	6/30/2024	6/28/2024	7/5/2024
V1D SUMMER	7/1/2024	7/11/2024	7/12/2024	7/19/2024
V1E SUMMER	7/12/2024	7/25/2024	7/26/2024	8/5/2024
V1F SUMMER	7/26/2024	8/9/2024	8/9/2024	8/20/2024
V1G SUMMER	8/10/2024	8/19/2024	8/19/2024	9/5/2024
C5C	8/20/2024	9/15/2024	9/16/2024	10/4/2024*
C5D	9/16/2024	10/15/2024	10/16/2024	11/5/2024*
C5E	10/16/2024	11/15/2024	11/18/2024	12/5/2024*
C5F	11/16/2024	12/15/2024	12/16/2024	1/3/2025*
C5G	12/16/2024	1/15/2025	1/16/2025	2/5/2025*
C5H	1/16/2025	2/15/2025	2/17/2025	3/5/2025*
C5I	2/16/2025	3/15/2025	3/17/2025	4/4/2025*
C5J	3/16/2025	4/15/2025	4/16/2025	5/5/2025*
C5K	4/16/2025	5/15/2025	5/16/2025	6/5/2025*
C5L	5/16/2025	6/11/2025	6/12/2025	7/3/2025*
V1C SUMMER	6/12/2025	6/16/2026	6/16/2026	TBD
V1C SUMMER	6/17/2026	6/30/2026	6/30/2026	TBD
V1D SUMMER	7/1/2026	7/18/2026	7/18/2026	TBD
V1E SUMMER	7/19/2026	8/15/2026	8/15/2026	TBD

* Denotes Tentative Dates

- All timesheets are due by noon on the due date, no exceptions. Please make arrangements to drop off timesheets early if the site will be closed on the due date.

• Late timesheets will result in a delay of payment.

- It is strongly encouraged that timesheets are turned in before scheduled breaks.
- Original timesheets with appropriate signatures in blue ink; No Copies / No Emails

All timesheets must be completed with the following items:

- Employee ID Number
- Name
- Account String
- Employee Signature
- Supervisor Signature