

**AZUSA UNIFIED SCHOOL DISTRICT
FISCAL SERVICES**

MEMORANDUM

Date: November 19, 2024

To: All Leadership Personnel
Attn: Secretaries/Timekeepers

From: Fiscal Services - Payroll Department

Subject: CLASSIFIED PAY WARRANT SCHEDULE FOR 2024-2025 HOLIDAY BREAKS

I. November

November 25th E4 Payroll Warrants (CSEA Classified Monthly)

All E4 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions. All pay stubs will be sent to the pay location indicated on the pay warrants on Monday, December 2, 2024.

November 26th C2 Payroll Warrants (Non-CSEA Classified Monthly)

All C2 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions. All pay stubs will be sent to the pay location indicated on the pay warrants on Monday, December 2, 2024.

II. December

December 10th E4 Payroll Warrants (CSEA Classified Monthly)

All E4 pay warrants and pay stubs will be sent to the pay location indicated on the pay warrants on Tuesday, December 10, 2024.

December 10th C3 Payroll Warrants (All Classified Hourly/Daily/Sub/Extra Hours)

All C3 pay warrants and pay stubs will be sent to the pay location indicated on the pay warrants on Tuesday, December 10, 2024.

December 23rd E4 Payroll Warrants (CSEA Classified Monthly)

All E4 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions. All pay stubs will be sent to the pay location indicated on the pay warrants on Monday, January 6, 2025.

December 30th C2 Payroll Warrants (Non-CSEA Classified Monthly)

All C2 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions. All pay stubs will be sent to the pay location indicated on the pay warrants on Monday, January 6, 2025.

III. January

January 10th and 24th E4 Payroll Warrants (CSEA Classified Monthly)

All E4 pay warrants and pay stubs will be sent to the pay location indicated on the pay warrants on Friday, January 10, and Friday, January 24, 2025.

January 10th C3 Payroll Warrants (All Classified Hourly/Daily/Sub/Extra Hours)

All C3 pay warrants and pay stubs will be sent to the pay location indicated on the pay warrants on Friday, January 10, 2025.

IV. April - Spring Break

Classified Payroll will not be affected by Spring Break.

V. Helpful Information

Direct Deposit

Direct deposit is available to all Azusa Unified School District employees. Please visit www.Azusa.org and navigate to the Accounting & Payroll section to download the Direct Deposit Authorization form. Please submit the completed form and a voided check to the Payroll Department.

2024 W-2

Online Access

The Los Angeles County Office of Education (LACOE) continues to offer access to W-2 forms via www.w2copy.com. To access your W-2 online, you must register by January 3, 2025. You will not need to sign up again if you registered last year.

Via USPS

No action is needed if you prefer to receive your W-2 by mail. Federal regulations prevent the United States Postal Service from forwarding W-2s. Please ensure that your address on file with the District is current, and if not, contact Human Resources as soon as possible. W-2s will be mailed in mid-January 2025.