

AZUSA UNIFIED SCHOOL DISTRICT

C5 Schedule

CERTIFICATED HOURLY/DAILY 2025-2026 SCHOOL YEAR

Ex: Adult Education, Substitutes, and Summer School

CYCLE/ SCHEDULE	PAYROLL TIMESHEET		TIMESHEET DUE DATE	WARRANT ISSUE DATE
	FROM	TO		
Summer	6/16/2025	6/25/2025	6/23/2025	7/3/2025
Summer	6/26/2025	7/11/2025	7/11/2025	8/5/2025
Summer	7/11/2025	7/22/2025	7/23/2025	8/5/2025
Supplemental	7/23/2025	7/31/2025	8/1/2025	8/8/2025
	8/1/2025	8/15/2025	8/18/2025	9/5/2025
	8/18/2025	8/29/2025	8/27/2025	9/5/2025
	9/1/2025	9/12/2025	9/15/2025	10/3/2025
	9/15/2025	9/26/2025	9/25/2025	10/3/2025
Supplemental	9/29/2025	9/30/2025	10/2/2025	10/10/2025
	10/1/2025	10/10/2025	10/13/2025	11/5/2025
	10/13/2025	10/27/2025	10/27/2025	11/5/2025
Supplemental	10/28/2025	10/31/2025	11/3/2025	11/7/2025
	11/3/2025	11/14/2025	11/17/2025	12/5/2025
	11/17/2025	11/28/2025	11/24/2025	12/5/2025
	12/1/2025	12/12/2025	12/15/2025	1/5/2026
	12/15/2025	12/23/2025	12/22/2025	1/5/2026
Supplemental	12/24/2025	12/31/2025	1/2/2026	1/9/2026
	1/2/2026	1/12/2026	1/13/2026	2/5/2026
	1/13/2026	1/28/2026	1/27/2026	2/5/2026
Supplemental	1/28/2026	1/30/2026	2/2/2026	2/6/2026
	2/2/2026	2/13/2026	2/16/2026	3/5/2026
	2/16/2026	2/24/2026	2/25/2026	3/5/2026
Supplemental	2/25/2026	2/27/2026	3/2/2026	3/6/2026
	3/2/2026	3/13/2026	3/16/2026	4/3/2026
	3/16/2026	3/24/2026	3/25/2026	4/3/2026
Supplemental	3/25/2026	3/31/2026	4/1/2026	4/7/2026
	4/1/2026	4/10/2026	4/13/2026	5/5/2026
	4/13/2026	4/24/2026	4/27/2026	5/5/2026
Supplemental	4/27/2026	4/30/2026	5/1/2026	5/8/2026
	5/1/2026	5/13/2026	5/14/2026	6/5/2026
	5/14/2026	5/26/2026	5/27/2026	6/5/2026
Supplemental	5/26/2026	5/29/2026	6/1/2026	6/5/2026

Timesheets must be submitted by the due date and should not be postponed for later submission or saved until the end of the school year.

- All timesheets are due by noon on the due date, no exceptions. Review/ensure timesheets are correct and complete, they will be returned for corrections and WILL delay payment. Please make arrangements to drop off timesheets early if the site will be closed on the due date.

- Late, incorrect or unsigned timesheets will result in a delay of payment.

- It is strongly encouraged that timesheets are turned in before scheduled breaks.

- Only submit original timesheets with appropriate signatures in blue ink; No Signature stamps / No Copies / No Emails.

All timesheets must be completed with the following items:

- Employee ID Number

- Name

- Account String
- Employee Signature/Date
- Supervisor Signature/Date
• If the due date falls on a holiday or weekend, please submit on the last working day prior.