

AZUSA UNIFIED SCHOOL DISTRICT
FISCAL SERVICES

MEMORANDUM

Date: November 04, 2025

To: All Leadership Personnel

Attn: Secretaries/Timekeepers

From: Fiscal Services - Payroll Department

Subject: CERTIFICATED PAY WARRANT SCHEDULE FOR 2025-2026 HOLIDAY BREAKS

January

January 2nd – C1

All C1 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions.

January 5th - C5

All C5 pay warrants not paid through direct deposit will be mailed to the school site printed on the pay warrant, with no exceptions.

April

April 1st – C1

All C1 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions.

April 3rd - C5

All C5 pay warrants not paid through direct deposit will be mailed to the school site printed on the pay warrant, with no exceptions.

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.