

AZUSA UNIFIED SCHOOL DISTRICT

FISCAL SERVICES

MEMORANDUM

Date: November 4, 2025

To: All Leadership Personnel Attn:
Secretaries/Timekeepers

From: Fiscal Services - Payroll Department

Subject: CLASSIFIED PAY WARRANT SCHEDULE 2025-2026 HOLIDAY BREAKS

November

November 10th E4 and C3 Payroll Warrants

All E4 and C3 pay warrants not paid through direct deposit will be available for pickup in the Payroll Office (door adjacent to the DOCK) on Monday, November 10, between 9:00 am and 1:00 pm. This pickup area can be accessed from the parking lot. All warrants not picked up by 1:00 pm will be mailed out to the address on the warrant.

November 25th E4 and C2 Payroll Warrants

All E4 and C2 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions.

December

December 23rd E4 Payroll Warrants

All E4 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions.

December 30th C2 Payroll Warrants

All C2 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions.

March

March 31st C2 Payroll Warrants

All C2 pay warrants not paid through direct deposit will be mailed to the address printed on the pay warrant, with no exceptions.

Pay Warrant Pick Up Procedure:

Note: Photo ID (District or State-Issued) IS REQUIRED. Warrants will be available for pickup by the employee ONLY in the Payroll Office at the District Office, between the hours of 9:00 am and 1:00 pm on the specified date. Please enter through the courtyard. Any warrants not picked up by 1:00 pm, will be mailed via USPS to the address printed on the payroll warrant, no exceptions.

Helpful Information:

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.

