



**PERRIS UNION HIGH SCHOOL DISTRICT
2016-17 CERTIFICATED AND CLASSIFIED
MONTHLY PAYROLL SCHEDULE**

PAYROLL #	START DATE	END DATE	TIMECARDS DUE	PAY DATE
1M	07/01/16	07/31/16	08/09/16	07/29/16
2M	08/01/16	08/31/16	09/07/16	08/31/16
3M	09/01/16	09/30/16	10/10/16	09/30/16
4M	10/01/16	10/31/16	11/07/16	10/31/16
5M	11/01/16	11/30/16	12/08/16	11/30/16
6M	12/01/16	12/31/16	01/09/17	12/29/16**
6S	12/01/16	12/31/16	01/09/17	01/03/17**
7M	01/01/17	01/31/17	02/07/17	01/31/17
8M	02/01/17	02/28/17	03/08/17	02/28/17
9M	03/01/17	03/31/17	04/10/17	03/31/17
10M	04/01/17	04/30/17	05/09/17	04/28/17
11M	05/01/17	05/31/17	06/09/17	05/31/17
12M	06/01/17	06/30/17	07/10/17	06/30/17**

Timecards are to be submitted to payroll on or before the due dates listed above. Due to a very tight working schedule between pay periods, we cannot deviate from the due dates listed above. Late timecards will result in pay being delayed.

Timecards are to reflect only the current pay period. Do not carry over time worked or accumulated from one pay period to the next.

Pay warrants and direct deposit stubs will be available for pick-up at the employee's school site or department location on pay day, and through the end of the following day. Pay warrants and direct deposit stubs not picked up will be mailed to the employee's address of record.

**** EXCEPTION:**

- Due to the holiday schedule, the 6S pay warrant will be mailed to the employee's address of record.
- Pay warrants and direct deposit stubs for the 6M and 12M payrolls will be available on pay day at the District Office between 8:00 a.m. and 11:00 a.m. Pay warrants and direct deposit stubs not picked up by 11:00 a.m. will be mailed to the employee's address of record.

PLEASE NOTE: Direct Deposit is available as an option to all employees.

Payroll contact information: Robbin Campbell, Payroll **(Alphabet A-G)** 951.943.6369 Ext. 80219
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REVISED: 7/08/16