



**PERRIS UNION HIGH SCHOOL DISTRICT
2021-22 CERTIFICATED AND CLASSIFIED
MONTHLY PAYROLL SCHEDULE**

PAYROLL #	START DATE	END DATE	TIMECARDS DUE	PAY DATE
1M	7/01/2021	7/31/2021	8/09/2021	7/30/2021
2M	8/01/2021	8/31/2021	9/07/2021	8/31/2021
3M	9/01/2021	9/30/2021	10/08/2021	9/30/2021
4M	10/01/2021	10/31/2021	11/05/2021	10/29/2021
5M	11/01/2021	11/30/2021	12/03/2021	11/30/2021
6M	12/01/2021	12/31/2021	1/07/2022	12/28/2021
6S	12/01/2021	12/31/2021	1/07/2022	1/03/2022
7M	1/01/2022	1/31/2022	2/07/2022	1/31/2022
8M	2/01/2022	2/28/2022	3/07/2022	2/28/2022
9M	3/01/2022	3/31/2022	4/08/2022	3/31/2022
10M	4/01/2022	4/30/2022	5/09/2022	4/29/2022
11M	5/01/2022	5/31/2022	6/10/2022	5/31/2022
12M	6/01/2022	6/30/2022	6/17/2022***	6/30/2022

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 time cards 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.

All Payroll Warrants will be mailed to the employee's address of record until further notice.

**** EXCEPTION:**

For the June timecards, please have the employee fill out what they expect to work for the whole month. If the employee needs to make any changes or needs to revise their June timecard, please submit a change form to payroll with the necessary changes.

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

Payroll contact information: Liu Yeung (**Alphabet A - L**) 951.943.6369 Ext. 80217
 Audrey Parada (**Alphabet M - Z**) 951.943.6369 Ext. 80221

REVISED: 6/30/21