



**PERRIS UNION HIGH SCHOOL DISTRICT  
2020-21 CERTIFICATED AND CLASSIFIED  
MONTHLY PAYROLL SCHEDULE**

PAYROLL #	START DATE	END DATE	TIMECARDS DUE	PAY DATE
1M	7/01/2020	7/31/2020	8/07/2020	7/31/2020
2M	8/01/2020	8/31/2020	9/04/2020	8/31/2020
3M	9/01/2020	9/30/2020	10/05/2020	9/30/2020
4M	10/01/2020	10/31/2020	11/06/2020	10/30/2020
5M	11/01/2020	11/30/2020	12/04/2020	11/30/2020
6M	12/01/2020	12/31/2020	1/08/2021	12/29/2020**
6S	12/01/2020	12/31/2020	1/08/2021	1/04/2021**
7M	1/01/2021	1/31/2021	2/05/2021	1/29/2021
8M	2/01/2021	2/28/2021	3/05/2021	2/26/2021
9M	3/01/2021	3/31/2021	4/02/2021	3/31/2021
10M	4/01/2021	4/30/2021	5/07/2021	4/30/2021
11M	5/01/2021	5/31/2021	6/04/2021	5/28/2021
12M	6/01/2021	6/30/2021	7/07/2021	6/30/2021**

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:**

- 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 5M, 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 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:           Liu Yeung (**Alphabet A - L**) 951.943.6369 Ext. 80217  
  Lisa Baker-McDaniel (**Alphabet M - Z**) 951.943.6369 Ext. 80218

**REVISED: 7/30/20**