



**ALUM ROCK UNION
ELEMENTARY SCHOOL DISTRICT
PAYROLL**

**2023 - 2024
Pay Dates & Deadlines**

TENTH – OF – MONTH PAYROLL

2930 Gay Avenue, San José, CA 95127

Phone: 408-928-6816

Fax: 408-928-6452

payroll@arusd.org

<u>PAY CYCLE</u>	<u>SERVICE PERIOD</u>	<u>DUE DATE</u>	<u>PAY DATE</u>
August 10 th	06/25/2023 – 07/24/2023	07/24/2023	08/10/2023
September 8 th	07/25/2023 – 08/24/2023	08/24/2023	09/08/2023
October 10 th	08/25/2023 – 09/24/2023	09/24/2023	10/10/2023
November 9 th	09/25/2023 – 10/24/2023	10/24/2023	11/09/2023
December 8 th	10/25/2023 – 11/15/2023	11/15/2023	12/08/2023
January 10 th	11/16/2023 – 12/13/2023	12/13/2023	01/10/2024
February 9 th	12/14/2023 – 01/24/2024	01/24/2024	02/09/2024
March 8 th	01/25/2024 – 02/24/2024	02/24/2024	03/08/2024
April 10 th	02/25/2024 – 03/24/2024	03/24/2024	04/10/2024
May 10 th	03/25/2024 – 04/24/2024	04/24/2024	05/10/2024
June 10 th	04/25/2024 – 05/24/2024	05/24/2024	06/10/2024
June 30 th Sub Teachers Only	05/25/2024 – 06/08/2024	06/08/2024	06/30/2024
July 10 th	05/25/2024 – 06/24/2024	06/24/2024	07/10/2024

IMPORTANT

- Completed timesheets are due to your School Site/Department by 5 pm on the **DUE DATE**
- Timesheets must be complete and **Services Provided** must be clear to apply the proper Pay Rate
- [Electronic Timesheet \(InformedK12\)](#) is available on the ARUSD Website or by clicking on the this link
- Incomplete timesheets will be returned to the School Site/Department where the duties were performed
 - ❖ **Late submissions will be processed the following 10th of month Pay Date**
 - ❖ **DO NOT combine multiple Service Periods onto a single timesheet**
 - ❖ **DO NOT hold onto multiple timesheets for lump payments. Penalties & Interest will be accessed by STRS/PERS and may be charged back to your Site/Department**
 - ❖ **No payments will be processed on any future dates**
- 📌 Changes to Direct Deposits must be submitted to the Payroll Dept. in person by the **DUE DATE**
- 📌 Paper Paychecks are mailed via US Postal 1 day before Pay Day by SCCOE
- 📌 ALL check stubs can be accessed on Pay Day at: <https://ess.sccoe.org/04>