



**ALUM ROCK UNION
ELEMENTARY SCHOOL DISTRICT
PAYROLL**

**2021 - 2022
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 | 06/25/2021 – 07/24/2021 | 07/24/2021 | 08/10/2021 |
| September 10 th | 07/25/2021 – 08/24/2021 | 08/24/2021 | 09/10/2021 |
| October 9 th | 08/25/2021 – 09/24/2021 | 09/24/2021 | 10/08/2021 |
| November 10 th | 09/25/2021 – 10/24/2021 | 10/24/2021 | 11/10/2021 |
| December 10 th | 10/25/2021 – 11/17/2021 | 11/17/2021 | 12/10/2021 |
| January 10 th | 11/18/2021 – 12/11/2021 | 12/11/2021 | 01/10/2022 |
| February 10 th | 12/12/2021 – 01/24/2022 | 01/24/2022 | 02/10/2022 |
| March 10 th | 01/25/2022 – 02/24/2022 | 02/24/2022 | 03/10/2022 |
| April 9 th | 02/25/2022 – 03/24/2022 | 03/24/2022 | 04/08/2022 |
| May 10 th | 03/25/2022 – 04/24/2022 | 04/24/2022 | 05/10/2022 |
| June 10 th | 04/25/2022 – 05/24/2022 | 05/24/2022 | 06/10/2022 |
| *June 30 th Sub Teachers Only* | 05/25/2022 – 06/10/2022 | 06/10/2022 | 06/30/2022 |
| July 9 th | 05/25/2022 – 06/24/2022 | 06/24/2022 | 07/08/2022 |

IMPORTANT

- Completed timesheets are due to your School Site/Department by 5 pm on the **DUE DATE**
- Timesheets must be complete and legible, with your Signature, before submitting
- An [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 and interest will be accessed by STRS/PERS and may be charged back to your Site/Department**
 - ❖ **No payment will be processed for future dates**
- ✚ Changes to Direct Deposits must be submitted to the Payroll Dept. by the **DUE DATE**
- ✚ Paychecks are mailed the day before Pay Day
- ✚ Direct Deposit stubs can be accessed on Pay Day at: <https://ess.sccoe.org/04>