



**ALUM ROCK UNION  
ELEMENTARY SCHOOL DISTRICT  
PAYROLL**

**2021 - 2022  
Pay Dates & Deadlines**

**END – OF – MONTH PAYROLL**

2930 Gay Avenue, San José, CA 95127

Phone: 408-928-6816

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payroll@arusd.org

<u>PAY CYCLE</u>	<u>SERVICE PERIOD</u>	<u>DUE DATE</u>	<u>PAY DATE</u>
July EOM	07/01/2021 – 07/31/2021	07/16/2021	07/30/2021
August EOM	08/01/2021 – 08/31/2021	08/17/2021	08/31/2021
September EOM	09/01/2021 – 09/30/2021	09/16/2021	09/30/2021
October EOM	10/01/2021 – 10/31/2021	10/15/2021	10/29/2021
November EOM	11/01/2021 – 11/30/2021	11/12/2021	11/30/2021
December EOM	12/01/2021 – 12/31/2021	12/07/2021	12/17/2021
January EOM	01/01/2022 – 01/31/2022	01/14/2022	01/31/2022
February EOM	02/01/2022 – 02/28/2022	02/10/2022	02/28/2022
March EOM	03/01/2022 – 03/31/2022	03/16/2022	03/30/2022
April EOM	04/01/2022 – 04/30/2022	04/15/2022	04/29/2022
May EOM	05/01/2022 – 05/31/2022	05/17/2022	05/31/2022
June EOM	06/01/2022 – 06/30/2022	06/16/2022	06/30/2022

**IMPORTANT**

**CHANGES:** W-4s, Direct Deposits, 403b & 457s must be submitted to the Payroll Dept. for processing with the current months' pay cycle.

**LEAVES:** Personal/Family/Medical, Bereavement, Personal Business/Necessity and Jury Duty verifications must be submitted to Human Resources in a timely manner to avoid docks.

❖ **Late submissions will be processed the following EOM pay date**

**Paycheck & Direct Deposit Stubs:**

- ✚ Paychecks are mailed the day before Pay Day
- ✚ Direct Deposit stubs can be accessed on Pay Day at: <https://ess.sccoe.org/04>