



**ALUM ROCK UNION  
ELEMENTARY SCHOOL DISTRICT  
PAYROLL**

**2023 - 2024  
Pay Dates & Deadlines**

**END – 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>
July EOM	07/01/2023 – 07/31/2023	07/17/2023	07/31/2023
August EOM	08/01/2023 – 08/31/2023	08/17/2023	08/31/2023
September EOM	09/01/2023 – 09/30/2023	09/15/2023	09/29/2023
October EOM	10/01/2023 – 10/31/2023	10/17/2023	10/31/2023
November EOM	11/01/2023 – 11/30/2023	11/14/2023	11/30/2023
December EOM	12/01/2023 – 12/31/2023	12/08/2023	12/21/2023
January EOM	01/01/2024 – 01/31/2024	01/17/2024	01/31/2024
February EOM	02/01/2024 – 02/29/2024	02/15/2024	02/29/2024
March EOM	03/01/2024 – 03/31/2024	03/15/2024	03/29/2024
April EOM	04/01/2024 – 04/30/2024	04/16/2024	04/30/2024
May EOM	05/01/2024 – 05/31/2024	05/16/2024	05/31/2024
June EOM	06/01/2024 – 06/30/2024	06/14/2024	06/28/2024

**IMPORTANT**

**CHANGES:** Federal Taxes W-4 form, State Taxes DE 4 form, Direct Deposits (in person only), 403b & 457s must be submitted to the **Payroll Dept.** by the **DUE DATE** of the corresponding month above.

**LEAVES:** Personal/Family/Medical, Bereavement, Personal Business/Necessity and Jury Duty verifications must be submitted to **Human Resources** by the **10<sup>th</sup>** of the month to **AVOID DOCKS.**

❖ **Late submissions will be processed the on following EOM Pay Date**

✚ Paper Paychecks are mailed via US Postal 1 day before the Pay Date by SCCOE

✚ ALL check stubs can be accessed on Pay Day at: <https://ess.scoe.org/04>