

PAYROLL CUT OFF / ISSUE DATES FOR 2026-27 SCHOOL YEAR

Date: April 30, 2026
 To: Principals, Secretaries, School Administrative Assistants, Substitutes & Hourly employees
 From: Daniel Chavez, Sr. Payroll & Benefits Accountant
 RE: Daily, Hourly, Additional Time, Special Projects/Programs and Overtime

Pay Period				Cut Off Date	Pay Date
From	June 1, 2026	To	June 30, 2026	July 6, 2026	July 31, 2026
From	July 1, 2026	To	July 31, 2026	August 4, 2026	August 31, 2026
From	August 1, 2026	To	August 31, 2026	September 3, 2026	September 30, 2026
From	September 1, 2026	To	September 30, 2026	October 2, 2026	October 30, 2026
From	October 1, 2026	To	October 31, 2026	November 4, 2026	November 30, 2026
From	November 1, 2026	To	November 30, 2026	December 2, 2026	*December 22, 2026
From	December 1, 2026	To	December 31, 2026	January 4, 2027	January 29, 2027
From	January 1, 2027	To	January 31, 2027	February 3, 2027	February 26, 2027
From	February 1, 2027	To	February 28, 2027	March 3, 2027	March 30, 2027
From	March 1, 2027	To	March 31, 2027	April 5, 2027	April 30, 2027
From	April 1, 2027	To	April 30, 2027	May 4, 2027	May 28, 2027
From	May 1, 2027	To	May 31, 2027	June 3, 2027	June 30, 2027
From	June 1, 2027	To	June 30, 2027	July 2, 2027	July 30, 2027

Please note the following:

Substitute and extra hours are paid one month after work is performed
 (i.e. hours worked in June are paid at the end of July.)

Reports & timesheets must be prepared and submitted to Payroll by the cutoff date in order to be processed for the corresponding pay date. Employees are responsible for submitting their timesheet on the last business day of each month. If a timesheet is not submitted on time, the employee will be paid in the next payroll cycle. Except for substitute employees, all timesheets, must be accompanied with a prior approval form.

*** Due to Winter Break, December payroll issue date is December 22, 2026**

Paystubs are printed from PeopleSoft Self-Service (ESS)
 ESS Link is available at www.sysdschools.org under Departments/Business Services/Payroll

Do not hesitate to call me at 619-428-4476 ext. 3008 or email me at daniel.chavez@sysdschools.org

