



**ALUM ROCK UNION
ELEMENTARY SCHOOL DISTRICT
PAYROLL**

2026 - 2027

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 9 th	06/25/2026 – 07/20/2026	07/20/2026	08/10/2026
September 10 th	07/21/2026 – 08/20/2026	08/20/2026	09/10/2026
October 10 th	08/21/2026 – 09/20/2026	09/20/2026	10/9/2026
November 8 th	09/21/2026 – 10/20/2026	10/20/2026	11/10/2026
December 10 th	10/21/2026 – 11/13/2026	11/13/2026	12/10/2026
January 10 th	11/14/2026 – 12/11/2026	12/11/2026	01/08/2027
February 10 th	12/12/2026 – 01/20/2027	01/20/2027	02/10/2027
March 10 th	01/21/2027 – 02/20/2027	02/20/2027	03/10/2027
April 10 th	02/21/2027 – 03/20/2027	03/20/2027	04/9/2027
May 9 th	03/21/2027 – 04/20/2027	04/20/2027	05/10/2027
June 10 th	04/21/2027 – 05/20/2027	05/20/2027	06/10/2027
June 30 th Sub Teachers Only	05/21/2027 – 06/04/2027	06/04/2027	06/30/2027
July 10 th	05/21/2027 – 06/20/2027	06/20/2027	07/9/2027

IMPORTANT

- Completed timesheets are due to your School Site/Department by the end of the day on the **DUE DATE**
- Timesheets must be complete and **Services Provided** must be clear to apply the proper Pay Rate
- [Electronic Timesheet \(InformedK12\)](#) portal is available **24/7** on the ARUSD Website or by clicking this link
- Incomplete timesheets will be returned to the School Site/Department where the duties were performed
 - ❖ Late submissions will be processed on 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 on future dates, i.e. days worked after form has been signed

📅 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>