



**ALUM ROCK UNION  
ELEMENTARY SCHOOL DISTRICT  
PAYROLL**

**2025 - 2026  
Pay Dates & Deadlines**

**END – OF – MONTH PAYROLL**

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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         | 07/01/2025 – 07/31/2025 | 07/15/2025      | 07/31/2025      |
| August EOM       | 08/01/2025 – 08/31/2025 | 08/15/2025      | 08/29/2025      |
| September EOM    | 09/01/2025 – 09/30/2025 | 09/15/2025      | 09/30/2025      |
| October EOM      | 10/01/2025 – 10/31/2025 | 10/15/2025      | 10/31/2025      |
| November EOM     | 11/01/2025 – 11/30/2025 | 11/12/2025      | 11/26/2025      |
| December EOM     | 12/01/2025 – 12/31/2025 | 12/08/2025      | 12/19/2025      |
| January EOM      | 01/01/2026 – 01/31/2026 | 01/15/2026      | 01/30/2026      |
| February EOM     | 02/01/2026 – 02/28/2026 | 02/13/2026      | 02/27/2026      |
| March EOM        | 03/01/2026 – 03/31/2026 | 03/16/2026      | 03/30/2026      |
| April EOM        | 04/01/2026 – 04/30/2026 | 04/15/2026      | 04/30/2026      |
| May EOM          | 05/01/2026 – 05/31/2026 | 05/15/2026      | 05/29/2026      |
| June EOM         | 06/01/2026 – 06/30/2026 | 06/15/2026      | 06/30/2026      |

**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 on the 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.sccoe.org/04>