



**ALUM ROCK UNION
ELEMENTARY SCHOOL DISTRICT
PAYROLL**

**2024 - 2025
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	07/01/2024 – 07/31/2025	07/17/2024	07/31/2024
August EOM	08/01/2024 – 08/31/2025	08/16/2024	08/30/2024
September EOM	09/01/2024 – 09/30/2024	09/16/2024	09/30/2024
October EOM	10/01/2024 – 10/31/2024	10/17/2024	10/31/2024
November EOM	11/01/2024 – 11/30/2024	11/13/2024	11/27/2024
December EOM	12/01/2024 – 12/31/2024	12/09/2024	12/20/2024
January EOM	01/01/2025 – 01/31/2025	01/17/2025	01/31/2025
February EOM	02/01/2025 – 02/28/2025	02/14/2025	02/28/2025
March EOM	03/01/2025 – 03/31/2025	03/14/2025	03/28/2025
April EOM	04/01/2025 – 04/30/2025	04/16/2025	04/30/2025
May EOM	05/01/2025 – 05/31/2025	05/16/2025	05/30/2025
June EOM	06/01/2025 – 06/30/2025	06/16/2025	06/30/2025

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 **10th** 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.scoe.org/04>