



**ALUM ROCK UNION
ELEMENTARY SCHOOL DISTRICT
PAYROLL**

**2024 - 2025
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	06/25/2024 – 07/24/2024	07/24/2024	08/09/2024
September 10 th	07/25/2024 – 08/24/2024	08/24/2024	09/10/2024
October 10 th	08/25/2024 – 09/24/2024	09/24/2024	10/10/2024
November 8 th	09/25/2024 – 10/24/2024	10/24/2024	11/08/2024
December 10 th	10/25/2024 – 11/14/2024	11/14/2024	12/10/2024
January 10 th	11/15/2024 – 12/11/2024	12/11/2024	01/10/2025
February 10 th	12/12/2024 – 01/24/2025	01/24/2025	02/10/2025
March 10 th	01/25/2025 – 02/24/2025	02/24/2025	03/10/2025
April 10 th	02/25/2025 – 03/24/2025	03/24/2025	04/10/2025
May 9 th	03/25/2025 – 04/24/2025	04/24/2025	05/09/2025
June 10 th	04/25/2025 – 05/24/2025	05/24/2025	06/10/2025
June 30 th Sub Teachers Only	05/25/2025 – 06/06/2025	06/06/2025	06/30/2025
July 10 th	05/25/2025 – 06/24/2025	06/24/2025	07/10/2025

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>