



**ALUM ROCK UNION
ELEMENTARY SCHOOL DISTRICT
PAYROLL**

**2022 - 2023
Pay Dates & Deadlines**

END – OF – MONTH PAYROLL

2930 Gay Avenue, San José, CA 95127

Phone: 408-928-6816

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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	07/01/2022 – 07/31/2022	07/15/2022	07/29/2022
August EOM	08/01/2022 – 08/31/2022	08/15/2022	08/31/2022
September EOM	09/01/2022 – 09/30/2022	09/15/2022	09/30/2022
October EOM	10/01/2022 – 10/31/2022	10/14/2022	10/31/2022
November EOM	11/01/2022 – 11/30/2022	11/15/2022	11/30/2022
December EOM	12/01/2022 – 12/31/2022	12/06/2022	12/16/2022
January EOM	01/01/2023 – 01/31/2023	01/17/2023	01/31/2023
February EOM	02/01/2023 – 02/28/2023	02/14/2023	02/28/2023
March EOM	03/01/2023 – 03/31/2023	03/15/2023	03/30/2023
April EOM	04/01/2023 – 04/30/2023	04/14/2023	04/28/2023
May EOM	05/01/2023 – 05/31/2023	05/15/2023	05/31/2023
June EOM	06/01/2023 – 06/30/2023	06/15/2023	06/30/2023

IMPORTANT

CHANGES: W-4s, Direct Deposits, 403b & 457s must be submitted to the Payroll Dept. for processing with the current months' pay cycle.

LEAVES: Personal/Family/Medical, Bereavement, Personal Business/Necessity and Jury Duty verifications must be submitted to Human Resources in a timely manner to AVOID DOCKS.

❖ **Late submissions will be processed the following EOM pay date**

Paycheck & Direct Deposit Stubs:

- ✚ Paychecks are mailed the day before Pay Day
- ✚ Direct Deposit stubs can be accessed on Pay Day at: <https://ess.sccoe.org/04>