



**ALUM ROCK UNION  
ELEMENTARY SCHOOL DISTRICT  
PAYROLL**

**2022 - 2023  
Pay Dates & Deadlines**

**TENTH – OF – MONTH PAYROLL**

2930 Gay Avenue, San José, CA 95127

Phone: 408-928-6816

Fax: 408-928-6452

[pavroll@arusd.org](mailto:pavroll@arusd.org)

<u>PAY CYCLE</u>	<u>SERVICE PERIOD</u>	<u>DUE DATE</u>	<u>PAY DATE</u>
August 10 <sup>th</sup>	06/25/2022 – 07/24/2022	07/24/2022	08/10/2022
September 10 <sup>th</sup>	07/25/2022 – 08/24/2022	08/24/2022	09/09/2022
October 9 <sup>th</sup>	08/25/2022 – 09/24/2022	09/24/2022	10/10/2022
November 10 <sup>th</sup>	09/25/2022 – 10/24/2022	10/24/2022	11/10/2022
December 10 <sup>th</sup>	10/25/2022 – 11/16/2022	11/16/2022	12/09/2022
January 10 <sup>th</sup>	11/17/2022 – 12/14/2022	12/14/2022	01/10/2023
February 10 <sup>th</sup>	12/15/2022 – 01/24/2023	01/24/2023	02/10/2023
March 10 <sup>th</sup>	01/25/2023 – 02/24/2023	02/24/2023	03/10/2023
April 9 <sup>th</sup>	02/25/2023 – 03/24/2023	03/24/2023	04/10/2023
May 10 <sup>th</sup>	03/25/2023 – 04/24/2023	04/24/2023	05/10/2023
June 10 <sup>th</sup>	04/25/2023 – 05/24/2023	05/24/2023	06/09/2023
*June 30 <sup>th</sup> Sub Teachers Only*	05/25/2023 – 06/08/2023	06/08/2023	06/30/2023
July 9 <sup>th</sup>	05/25/2023 – 06/24/2023	06/24/2023	07/10/2023

**IMPORTANT**

- Completed timesheets are due to your School Site/Department by 5 pm on the **DUE DATE**
- Timesheets must be complete and legible, with your Signature, before submitting
- An [Electronic Timesheet \(InformedK12\)](#) is available on the ARUSD Website or by clicking on the this link
- Incomplete timesheets will be returned to the School Site/Department where the duties were performed
  - ❖ **Late submissions will be processed the following 10<sup>th</sup> of month pay date**
  - ❖ **DO NOT combine multiple Service Periods onto a single timesheet**
  - ❖ **DO NOT hold onto multiple timesheets for lump payments. Penalties and interest will be accessed by STRS/PERS and may be charged back to your Site/Department**
  - ❖ **No payment will be processed for future dates**
- ✚ Changes to Direct Deposits must be submitted to the Payroll Dept. by the **DUE DATE**
- ✚ Paychecks are mailed the day before Pay Day
- ✚ Direct Deposit stubs can be accessed on Pay Day at: <https://ess.sccoe.org/04>