



**ALUM ROCK UNION
ELEMENTARY SCHOOL DISTRICT
PAYROLL**

2025 - 2026

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	06/25/2025 – 07/24/2025	07/24/2025	08/08/2025
September 10 th	07/25/2025 – 08/24/2025	08/24/2025	09/10/2025
October 10 th	08/25/2025 – 09/24/2025	09/24/2025	10/10/2025
November 8 th	09/25/2025 – 10/24/2025	10/24/2025	11/10/2025
December 10 th	10/25/2025 – 11/14/2025	11/14/2025	12/10/2025
January 10 th	11/15/2025 – 12/11/2025	12/11/2025	01/09/2026
February 10 th	12/12/2025 – 01/24/2026	01/24/2026	02/10/2026
March 10 th	01/25/2026 – 02/24/2026	02/24/2026	03/10/2026
April 10 th	02/25/2026 – 03/24/2026	03/24/2026	04/10/2026
May 9 th	03/25/2026 – 04/24/2026	04/24/2026	05/08/2026
June 10 th	04/25/2026 – 05/24/2026	05/24/2026	06/10/2026
June 30 th Sub Teachers Only	05/25/2025 – 06/06/2025	06/06/2025	06/30/2025
July 10 th	05/25/2026 – 06/24/2026	06/24/2026	07/10/2026

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>