

PAYROLL CUT OFF / ISSUE DATES FOR 2019-2020 SCHOOL YEAR

Date: June 19, 2019
 To: Principals, Secretaries, School Administrative Assistants, Substitutes & Hourly employees
 From: Daniel Chavez, Sr. Payroll & Benefits Accountant
 RE: Daily, Hourly, Additional Time, Special Projects/Programs and Overtime

Pay Period				Cut Off Date	Pay Date
From	June 1, 2019	To	June 30, 2019	July 3, 2019	July 31, 2019
From	July 1, 2019	To	July 31, 2019	August 2, 2019	August 30, 2019
From	August 1, 2019	To	August 31, 2019	September 3, 2019	September 30, 2019
From	September 1, 2019	To	September 30, 2019	October 2, 2019	October 31, 2019
From	October 1, 2019	To	October 31, 2019	November 4, 2019	November 27, 2019
From	November 1, 2019	To	November 30, 2019	December 3, 2019	*December 20, 2019
From	December 1, 2019	To	December 31, 2019	January 3, 2020	January 31, 2020
From	January 1, 2020	To	January 31, 2020	February 4, 2020	February 28, 2020
From	February 1, 2020	To	February 29, 2020	March 3, 2020	March 30, 2020
From	March 1, 2020	To	March 31, 2020	April 3, 2020	April 30, 2020
From	April 1, 2020	To	April 30, 2020	May 4, 2020	May 29, 2020
From	May 1, 2020	To	May 31, 2020	June 3, 2020	June 30, 2020
From	June 1, 2020	To	June 30, 2020	July 2, 2020	July 31, 2020

Please note the following:

Substitute and extra hours are paid one month after work is performed
 (i.e. hours worked in June are paid at the end of July.)

Reports, timesheets & AESOP reconciliations must be prepared and submitted to Payroll by the cut off date in order to be processed for the corresponding pay date. Employees are responsible to submit their timesheet on the last business day of each month. If a timesheet is not submitted on time, the employee will be paid in the next payroll cycle.

*** Due to Winter Break, December payroll issue date is December 20, 2019.**

Paystubs are printed from PeopleSoft Self-Service (ESS)
 ESS Link is available at www.sysdschools.org under Departments/Business Services/Payroll

Do not hesitate to call me at 619-428-4476 ext. 3008 or email me at daniel.chavez@sysdschools.org

