PAYROLL CUT OFF / ISSUE DATES FOR
2021-2022 SCHOOL YEAR

Date: April 27, 2021
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, 2021	To	June 30, 2021	July 5, 2021	July 30, 2021
From	July 1, 2021	To	July 31, 2021	August 4, 2021	August 31, 2021
From	August 1, 2021	To	August 31, 2021	September 3 , 2021	September 30, 2021
From	September 1, 2021	To	September 30, 2021	October 4, 2021	October 29, 2021
From	October 1, 2021	To	October 31, 2021	November 3, 2021	November 30, 2021
From	November 1, 2021	To	November 30, 2021	December 2, 2021	***December 17, 2021**
From	December 1, 2021	To	December 31, 2021	January 4, 2022	January 31, 2022
From	January 1, 2022	To	January 31, 2022	February 3, 2022	February 28, 2022
From	February 1, 2022	To	February 28, 2022	March 3, 2022	March 30, 2022
From	March 1, 2022	To	March 31, 2022	April 4, 2022	April 29, 2022
From	April 1, 2022	To	April 30, 2022	May 4, 2022	May 31, 2022
From	May 1, 2022	To	May 31, 2022	June 2, 2022	June 30, 2022
From	June 1, 2022	To	June 30, 2022	July 4, 2022	July 29, 2022

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 17, 2021

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