

PAYROLL CUT OFF / ISSUE DATES FOR 2023-24 SCHOOL YEAR

Date: June 9, 2023
 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, 2023	To	June 30, 2023	July 5, 2023	July 31, 2023
From	July 1, 2023	To	July 31, 2023	August 3, 2023	August 31, 2023
From	August 1, 2023	To	August 31, 2023	September 5, 2023	September 29, 2023
From	September 1, 2023	To	September 30, 2023	October 4, 2023	October 31, 2023
From	October 1, 2023	To	October 31, 2023	November 3, 2023	November 30, 2023
From	November 1, 2023	To	November 30, 2023	December 1, 2023	*December 21 2023
From	December 1, 2023	To	December 31, 2023	January 4, 2024	January 31, 2024
From	January 1, 2024	To	January 31, 2024	February 2, 2024	February 29, 2024
From	February 1, 2024	To	February 29, 2024	March 4, 2024	March 29, 2024
From	March 1, 2024	To	March 31, 2024	April 3, 2024	April 30, 2024
From	April 1, 2024	To	April 30, 2024	May 3, 2024	May 31, 2024
From	May 1, 2024	To	May 31, 2024	June 3, 2024	June 28, 2024
From	June 1, 2024	To	June 30, 2024	July 5, 2024	July 31, 2024

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 21, 2023**

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

