

Gina A. Potter, Ed.D. Superintendent

GOVERNING BOARD

Irene Lopez, President Zenaida Rosario, Vice-President Antonio Martinez, Clerk Rodolfo Lopez, Member Rosaleah Pallasigue , Member

## Quality education and opportunity for all students to succeed

Marilyn Adrianzen Chief Business Official

04/23/2024

## PAYROLL CUT OFF / ISSUE DATES FOR 2024-25 SCHOOL YEAR

To: Principals, Secretaries, School Administrative Assistants, Substitutes & Hourly employees

RE: Daily, Hourly, Additional Time, Special Projects/Programs and Overtime

Pay Period				Cut Off Date	Pay Date
From	June 1, 2024	То	June 30, 2024	July 5, 2024	July 31, 2024
From	July 1, 2024	То	July 31, 2024	August 2, 2024	August 30, 2024
From	August 1, 2024	То	August 31, 2024	September 4 , 2024	September 30, 2024
From	September 1, 2024	То	September 30, 2024	October 3, 2024	October 31, 2024
From	October 1, 2024	То	October 31, 2024	November 1, 2024	November 27, 2024
From	November 1, 2024	То	November 30, 2024	December 2, 2024	*December 20 2024
From	December 1, 2024	То	December 31, 2024	January 3, 2025	January 31, 2025
From	January 1, 2025	То	January 31, 2025	February 3, 2025	February 28, 2025
From	February 1, 2025	То	February 28, 2025	March 4, 2025	March 28, 2025
From	March 1, 2025	То	March 31, 2025	April 3, 2025	April 30, 2025
From	April 1, 2025	То	April 30, 2025	May 2, 2025	May 30, 2025
From	May 1, 2025	То	May 31, 2025	June 3, 2025	June 30, 2025
From	June 1, 2025	То	June 30, 2025	July 3, 2025	July 31, 2025

## 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 cutoff date to be processed for the corresponding pay date. Employees are responsible for submitting 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. Except for substitute employees, all timesheets, must be accompanied with a prior approval form.

\* Due to Winter Break, December payroll issue date is December 20, 2024

Paystubs are printed from PeopleSoft Self-Service (ESS)

ESS Link is available at www.sysdschools.org under Departments/Business Services/Payroll

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San Ysidro School District "programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames." Board Policy 0410