



GOVERNING BOARD

Irene Lopez, President
Zenaida Rosario, Vice-President

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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	To	June 30, 2024	July 5, 2024	July 31, 2024
From	July 1, 2024	To	July 31, 2024	August 2, 2024	August 30, 2024
From	August 1, 2024	To	August 31, 2024	September 4, 2024	September 30, 2024
From	September 1, 2024	To	September 30, 2024	October 3, 2024	October 31, 2024
From	October 1, 2024	To	October 31, 2024	November 1, 2024	November 27, 2024
From	November 1, 2024	To	November 30, 2024	December 2, 2024	*December 20 2024
From	December 1, 2024	To	December 31, 2024	January 3, 2025	January 31, 2025
From	January 1, 2025	To	January 31, 2025	February 3, 2025	February 28, 2025
From	February 1, 2025	To	February 28, 2025	March 4, 2025	March 28, 2025
From	March 1, 2025	To	March 31, 2025	April 3, 2025	April 30, 2025
From	April 1, 2025	To	April 30, 2025	May 2, 2025	May 30, 2025
From	May 1, 2025	To	May 31, 2025	June 3, 2025	June 30, 2025
From	June 1, 2025	To	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