

PAYROLL CUT OFF / ISSUE DATES FOR 2025-26 SCHOOL YEAR

Date: April 29, 2025
 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, 2025	To	June 30, 2025	July 3, 2025	July 31, 2025
From	July 1, 2025	To	July 31, 2025	August 4, 2025	August 29, 2025
From	August 1, 2025	To	August 31, 2025	September 3, 2025	September 30, 2025
From	September 1, 2025	To	September 30, 2025	October 3, 2025	October 31, 2025
From	October 1, 2025	To	October 31, 2025	November 4, 2025	November 26, 2025
From	November 1, 2025	To	November 30, 2025	December 2, 2025	*December 19, 2025
From	December 1, 2025	To	December 31, 2025	January 5, 2026	January 30, 2026
From	January 1, 2026	To	January 31, 2026	February 3, 2026	February 27, 2026
From	February 1, 2026	To	February 28, 2026	March 3, 2026	March 30, 2026
From	March 1, 2026	To	March 31, 2026	April 3, 2026	April 30, 2026
From	April 1, 2026	To	April 30, 2026	May 4, 2026	May 29, 2026
From	May 1, 2026	To	May 31, 2026	June 3, 2026	June 30, 2026
From	June 1, 2026	To	June 30, 2026	July 2, 2026	July 31, 2026

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 must be prepared and submitted to Payroll by the cutoff date in order 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 19, 2025**

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

