



BULLETIN

SUBJECT: Payroll Deadlines 2024-25 2024-25 NO. BS-

TO: Principals, Administrators, Office Managers

DATE: June 20, 2024

PREPARED BY:

DEPARTMENT:

Analyst and Gabe

APPROVED:

REVIEWED BY: Cindy Tao
Director III,

The following are the 2024-2025 dates for paperwork due to Payroll Services for payroll deadlines:

Payroll Pay Dates	Absence Reports (1 st - End of Month)	Timesheets for Mid- Month Payroll
Mid-Month		
Month-End		

July 15, 2024

July 31, 2024

07-8-24

07-25-24

August 15, 2024

August 31, 2024

08-07-24

08-23-24

September 13, 2024

September 30, 2024

09-09-24

09-25-24

October 15, 2024

October 31, 2024

10-07-24

10-25-24

November 15, 2024

* November 25, 2024

11-07-24

11-22-24

December 13, 2024

*December 20, 2024

12-06-24

12-20-24

* Early end of month pay

If you have any questions, please contact payroll@scusd.edu.

For your convenience, below are helpful Payroll URL Links

- [How to Read Your Paycheck](#)
- [4038 and 457 Plan Annuity Information](#)
- [Payroll Assignment List](#)
- [Frequent Payroll Forms](#)
- [MyPortal Information](#)
- [MyPortal FAQ](#)