



BULLETIN

SUBJECT: **Payroll Deadlines 2023-24** **2023-24 NO. BS- 19**

TO: Principals, Administrators, Office Managers and Administrative Support Staff

DATE: October 25, 2023

PREPARED BY: Sandy Kiser-Stodden, **DEPARTMENT:** Employee Compensation
Employee Compensation **APPROVED:** Cindy Tao
Analyst

REVIEWED BY: Gabe Estrada, Cindy Tao,
Manager II, Employee Director III, Accounting
Compensation Services

Payroll Services has set crucial due dates for all necessary documentation. It is imperative that you adhere to these deadlines to ensure a smooth and timely payroll process. Please take note of the following key dates:

Payroll Pay Dates Mid-Month Month-End	Absence Reports For Prior Month	Timesheets For Next Mid- Month Payroll
July 14, 2023 July 31, 2023	July 7, 2023	July 25, 2023
August 15, 2023 August 31, 2023	August 7, 2023	August 25, 2023
September 15, 2023 September 29, 2023	September 7, 2023	September 25, 2023
October 13, 2023 October 31, 2023	October 6, 2023	October 25, 2023
November 15, 2023 November 21, 2023	November 7, 2023	November 21, 2023
December 15, 2023 December 22, 2023	December 7, 2023	December 22, 2023
January 12, 2024 January 19, 2024 January 31, 2024	January 12, 2024	January 25, 2024
February 15, 2024 February 29, 2024	February 7, 2024	February 23, 2024
March 15, 2024 March 27, 2024	March 7, 2024	March 25, 2024
April 15, 2024 April 30, 2024	April 5, 2024	April 25, 2024
May 15, 2024 May 31, 2024	May 7, 2024	May 24, 2024
June 14, 2024 June 28, 2024	June 7, 2024	June 25, 2024

We appreciate your cooperation in maintaining a seamless payroll process. If you have any questions, please contact payroll@scusd.edu or call (916) 643-9400.