Santa Clara County Office of Education

BUSINESS, FACILITIES, AND OPERATIONS DIVISION

PAYROLL SERVICES, MC 244

DATE: September 12, 2025

TO: All Regular staff members

FROM: Elvira Manuel, Payroll Supervisor

SUBJECT: **FY 2025-2026 PAYROLL DEADLINES: MONTHLY ATTENDANCE**

The Payroll Deadline Information listed below, are for the month(s) of **July 2025 through June 2026**, for planning purposes and to ensure your program/dept. admin meets the respective cut-offs.

MONTHLY ATTENDANCE (AESOP/Frontline Absence Mgmt & EAS - Employee Absence System)	ATTENDANCE DATA: SUBMIT TO PAYROLL		
JUNE	5:00 PM	THURSDAY	JULY 3
JULY 2025	5:00 PM	MONDAY	AUGUST 4
AUGUST	5:00 PM	THURSDAY	SEPTEMBER 4
SEPTEMBER	5:00 PM	MONDAY	OCTOBER 6
OCTOBER	5:00 PM	TUESDAY	NOVEMBER 4
NOVEMBER*	5:00 PM	TUESDAY	DECEMBER 2*
DECEMBER	5:00 PM	MONDAY	JANUARY 5, 2026
JANUARY 2026	5:00 PM	WEDNESDAY	FEBRUARY 4
FEBRUARY	5:00 PM	WEDNESDAY	MARCH 4
MARCH	NOON	MONDAY	APRIL 6
APRIL	5:00 PM	MONDAY	MAY 4
MAY	5:00 PM	THURSDAY	JUNE 4
JUNE	NOON	MONDAY	JULY 6

Please review attendance on weekly basis to ensure all attendance is approved by the approver (supervisor/manager) and deadlines are met.

Note: All programs should reconcile AESOP/Frontline Absence Management and Employee Absence System, to ensure all attendance are reported accurately prior to cut-off.

Important: All attendance must be entered for employees on "Leave of Absence" (Paid or Unpaid per the HR directive, including all Industrial); based on the calendar assigned and followed by the employee.

"Revised or late attendance", reported "after the cut-off", must be processed and submitted to Payroll promptly, to avoid any overpayment and to capture all employees' absence, should the staff leave SCCOE.

➢ EAS (Employee Absence System): Input late attendance "as amendment" and once approved by the approver, payroll receives an email of the amendment. Important: Once the cut-off is passed, input all "late" attendance as indicated below via the dept. admin only. *>>Do not use the process below for "current month" attendance<<*

Absence Request

Request an absence | My absence status | View Calendar | My History |

Submit a request for: Select a name ▾
☐ Print form ☑ As Amendment
Starting Date* [   ] Ending Date* [   ]

➢ AESOP/Frontline Absence Management: SOC's and Dept. Admins are to enter late attendance/amendments and forward the Absentee Report (by Employee Name), directly to payroll@sccoe.org. *Payroll download immediately after cut-off, therefore, all "late" AESOP submission must be sent to Payroll.

Absentee Report

Date Range: 9/1/2020 - 9/30/2020	Report Date: 10/6/2020
Username: Manuel, Elvira	Fill Status: Filled, Unfilled, Sub Not Needed
Type: Absences	School(s): All Schools

Please email payroll@sccoe.org, once you have completed inputting your attendance into AESOP/Frontline Absence Management and EAS (Employee Absence System).

Please keep in mind, attendance is posted one-month in arrears, therefore, the sick leave balance and the vacation balance on the payroll stub, are balances at the end of the month prior. Should employee "separate" from SCCOE prior to the end of the fiscal year, the fronted vacation (if applicable) and sick leave balances will be unearned based on the employee's last day in paid status with SCCOE.

Fiscal year 2025-2026: The fronted Sick Leave Accrual will roll on payroll day; in the month, the contract starts. For example: 12-month staff, 7/31/25; 11-month staff, 8/31/25.

Important: If employee is out 5 days consecutively and no Leave of Absence in place, please communicate with HR immediately and notify Payroll via email. Communication is extremely important, to ensure employee is not overpaid for the monthly payroll processed.