

Santa Clara County Office of Education

BUSINESS, FACILITIES, AND OPERATIONS DIVISION
PAYROLL SERVICES, MC 244

DATE: July 29, 2024

TO: All permanent staff members

FROM: Elvira Manuel, Payroll Supervisor

SUBJECT: **FY 2024-2025 PAYROLL DEADLINES: CERTIFICATED/CLASSIFIED (PERMANENT - EOM)**

The Payroll Deadline Information listed below, are for the month(s) of **July 2024 through June 2025**, for planning purposes and to ensure your program/dept. admin meets the respective cut-offs.

Regular Employees' Hourly/Daily Attendance (Timesheets)					End-of-Month Payroll	
FROM	TO	DUE TO PAYROLL BY				
June 12*	June 15	5:00 PM	WEDNESDAY	JULY 17	Wednesday	July 31
June 16	July 15					
July 16	August 15	NOON	MONDAY	AUGUST 19	Friday	August 30
August 16	September 15	NOON	TUESDAY	SEPTEMBER 17	Monday	September 30
September 16	October 15	5:00 PM	THURSDAY	OCTOBER 17	Thursday	October 31
October 16	November 11*	5:00 PM	WEDNESDAY	NOVEMBER 13	Wednesday	November 27
November 12*	November 15	5:00 PM	FRIDAY	DECEMBER 6*	Friday	December 20
November 16	December 4*					
December 5*	December 15	NOON	FRIDAY	JANUARY 17	Friday	January 31, 2025
December 16	January 15					
January 16	February 11*	NOON	THURSDAY	FEBRUARY 13*	Friday	February 28
February 12*	February 15	5:00 PM	MONDAY	MARCH 17*	Friday	March 28
February 16	March 15					
March 16	April 15	NOON	THURSDAY	APRIL 17	Wednesday	April 30
April 16	May 15	5:00 PM	FRIDAY	MAY 16*	Friday	May 30
May 16	June 15	5:00 PM	MONDAY	JUNE 16*	Monday	June 30
June 16	July 15	5:00 PM	THURSDAY	JULY 17	Thursday	July 31

Note: As you receive timesheets, please submit the approved timesheet to Payroll@scooe.org so cutoff dates can be adhered to. For any timesheets received after the cutoff dates, they will be processed with the next available payroll, the following month.