

Santa Clara County  Office of Education

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

DATE: July 29, 2024

TO: All substitute staff member

FROM: Elvira Manuel, Payroll Supervisor

SUBJECT: **FY 2024-2025 PAYROLL DEADLINES: SUBSTITUTES TIMESHEETS**

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.

Please refer to the table below for **Substitute** payroll cutoff dates. NRCE and CLPE timesheets follow the same cut-off for all **non-permanent** staff. For any sub timesheets received after the cutoff dates, they will be processed with the **next** available payroll. *No sub timesheet submitted, means no substitute payroll is processed.

| PAY PERIOD | | SUB TIMESHEETS DUE TO PAYROLL | | | PAYROLL DATE | |
|--------------|--------------|-------------------------------|-----------|--------------|--------------|------------------|
| FROM | TO | | | | | |
| June 26 | July 25 | 5:00 PM | MONDAY | JULY 29 | Friday | August 9 |
| July 26 | August 25 | 5:00 PM | TUESDAY | AUGUST 27 | Tuesday | September 10 |
| August 26 | September 25 | 5:00 PM | FRIDAY | SEPTEMBER 27 | Thursday | October 10 |
| September 26 | October 25 | NOON | TUESDAY | OCTOBER 29 | Friday | November 8 |
| October 26 | November 25 | NOON | WEDNESDAY | NOVEMBER 27 | Tuesday | December 10 |
| November 26 | December 25 | NOON | FRIDAY | DECEMBER 27 | Friday | January 10, 2025 |
| December 26 | January 25 | 5:00 PM | TUESDAY | JANUARY 28 | Monday | February 10 |
| January 26 | February 25 | 5:00 PM | WEDNESDAY | FEBRUARY 26* | Monday | March 10 |
| February 26 | March 25 | 5:00 PM | THURSDAY | MARCH 27 | Thursday | April 10 |
| March 26 | April 25 | NOON | TUESDAY | APRIL 29 | Friday | May 9 |
| April 26 | May 25 | 5:00 PM | WEDNESDAY | MAY 28 | Tuesday | June 10 |
| May 26 | June 25 | NOON | FRIDAY | JUNE 27 | Thursday | July 10 |
| June 26 | July 25 | NOON | TUESDAY | JULY 29 | Friday | August 8 |

Note: As you receive timesheets, please submit the approved timesheet to Payroll@sco.org so cutoff dates can be adhered to