

DATE: May 21st, 2024

TO: SUSD Employees

FROM: Payroll Dept.

Re: Notice of Change in TIMESHEET Pay Cycle & Pay date

Dear SUSD Employee,

As you may be aware, SUSD is transitioning to a new employee management system called ESCAPE (currently Business+). In order to make payroll systems more efficient, we must change the dates timesheets are due and paid.

Currently, the timesheet pay cycle is from the 11th of the month to the 10th of the following month. Timesheets are then due on the 12th and paid last working day of the month.

The new pay cycle and due date will allow us to manage timesheets in a more efficient way and will allow us to process direct deposits for our supplemental payroll. The Timesheet pay cycle will begin on the **21st** of each month through the **20th** of the following month. Timesheets will be due in payroll on the **21st** of each month. This new cycle will start on June 21st, 2024. This means that all additional earnings that are paid through timesheets (overtime, hourly, extra help, prep, substitutes) will now be paid on the 10th of the month.

Here is an example of the upcoming pay schedule:

- June 21st through July 20th, timesheets turned in on July 21st, and will be paid on August 10th

During the transitional catch-up period, we will make a one-time pay adjustment. Time worked from June 11th through June 20th is due in the payroll office on June 21st and will be paid on our July 8th adjustment payroll. Please note this special payroll is only live checks, no direct deposit.

This change will not affect your regular salary pay cycle or pay date. You will still receive your regular pay via direct deposit (if signed up) at the end of the month. You will then receive a separate direct deposit on the 10th of each month for any additional timesheet work.

See schedule for due dates and pay dates.

Thank you,
Payroll Department

24/25 Payroll Schedule

Timesheet pay only			
Timesheet Begin Date	Timesheet End Date	TimeSheet Due Date	Timesheet Pay Date
*6/11/2024	6/20/2024	6/21/2024	7/8/2024
6/21/2024	7/20/2024	7/22/2024	8/9/2024
7/21/2024	8/20/2024	8/21/2024	9/10/2024
8/21/2024	9/20/2024	9/23/2024	10/10/2024
9/21/2024	10/20/2024	10/21/2024	11/8/2024
10/21/2024	11/20/2024	11/21/2024	12/10/2024
11/21/2024	**12/13/2024	**12/16/2024	1/10/2025
**12/14/2024	1/20/2025	1/21/2025	2/7/2025
1/21/2025	2/20/2025	2/21/2025	3/10/2025
2/21/2025	3/20/2025	3/24/2025	4/10/2025
3/21/2025	4/20/2025	4/21/2025	5/9/2025
4/21/2025	5/20/2025	5/21/2025	6/10/2025
5/21/2025	6/20/2025	6/23/2025	7/10/2025
*One time transitional payperiod for June timesheets			
** Adjustment to payperiod dates due to holidays			