



2022-2023 PAYROLL SCHEDULE

END-OF-MONTH PAYROLL

Regular monthly payroll for contracted NUSD Employees only; paid from "Employee Assignment Report".

SUPPLEMENTAL MID-MONTH PAYROLL

Supplemental monthly payroll for all substitutes, At-Will employees (uncontracted), plus overtime, extra hours and some stipends for contracted employees; paid from timesheets.

Month		Month	Timesheet Due Dates	
Worked	Pay Date	Worked	Certificated & Classified	Pay Date
July	July 29, 2022	July	8/1/2022	August 12, 2022
August	August 31, 2022	August	9/1/2022	September 15, 2022
September	September 30, 2022	September	10/3/2022	October 14, 2022
October	October 31, 2022	October	11/1/2022	November 15, 2022
November	November 30, 2022	November	12/1/2022	December 14, 2022
December	December 16, 2022	December	1/3/2023	January 13, 2023
January	January 31, 2023	January	2/1/2023	February 14, 2023
February	February 28, 2023	February	3/1/2023	March 14, 2023
March	March 31, 2023	March	4/3/2023	April 14, 2023
April	April 28, 2023	April	5/1/2023	May 12, 2023
May	May 31, 2023	May	6/1/2023	June 14, 2023
June	June 30, 2023	June	7/3/2023	July 14, 2023
June NPD*	June 29, 2023			

PAYROLL DELIVERY:

- a) If a pay date falls on a school day, your paycheck will be delivered to your work site, unless you have made previous arrangements. You may request to have your paycheck routinely mailed to your address of record, if that is more convenient for you.
- b) If a pay date falls during a school break and is a work day at the District Office, your paycheck will be available for pick-up at the District Office. Paychecks that are not picked up by 2 pm will be mailed to your address of record, unless you contact Payroll and make arrangements for pick-up.

Employees with direct deposit will need to log on to ESS (Employee Self Service) to access their pay stubs.

DIRECT DEPOSIT:

Direct deposit is available to all NUSD employees. Contact the Payroll Department to enroll. Direct deposit takes two pay dates to process/set-up. The first pay date is a test deposit and the following pay date is the actual direct deposit. In the meantime, employees will continue to receive a paycheck.

*EOM11S EMPLOYEES ONLY:

"NPD" means Net Pay Deferral, the amount of net pay being held for next June to give the EOM11S employees 12 total checks for the year.

We encourage all sites/departments to submit timesheets to payroll as soon as work is completed and the timesheet has been approved.

Questions? Contact Payroll:

(415) 493-4270 or payroll@nUSD.org