



2023-2024 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 Worked	End-of-Month Pay Date	Month Worked	Timesheet Due Dates Certificated & Classified	Mid-Month Pay Date
July	Monday, July 31, 2023	July	08/01/23	Monday, August 14, 2023
August	Thursday, August 31, 2023	August	09/01/23	Friday, September 15, 2023
September	Friday, September 29, 2023	September	10/02/23	Friday, October 13, 2023
October	Tuesday, October 31, 2023	October	11/01/23	Wednesday, November 15, 2023
November	Thursday, November 30, 2023	November	12/01/23	Thursday, December 14, 2023
December	Thursday, December 21, 2023	December	12/21/23	Friday, January 12, 2024
January	Wednesday, January 31, 2024	January	02/01/24	Wednesday, February 14, 2024
February	Thursday, February 29, 2024	February	03/01/24	Thursday, March 14, 2024
March	Friday, March 29, 2024	March	04/01/24	Friday, April 12, 2024
April	Tuesday, April 30, 2024	April	05/01/24	Tuesday, May 14, 2024
May	Friday, May 31, 2024	May	06/03/24	Friday, June 14, 2024
June	Friday, June 28, 2024	June	07/01/24	Friday, July 12, 2024
June NPD*	Thursday, June 27, 2024			

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