

VALLEJO CITY UNIFIED SCHOOL DISTRICT

2021-2022 Payroll Pay Dates and Time Sheet Due Dates

PLEASE SEND ALL COMPLETED TIMESHEET TO: TIMESHEETS@VCUSD.ORG

INCOMPLETE TIMESHEETS WILL NOT BE PROCESSED

| WORK MONTH | CONTRACTED EMPLOYEE REGULAR PAY DATE | <u>CONTRACTED EMPLOYEE</u> EXTRA HOURS TIMESHEET DUE TO PAYROLL BY 5:PM (training lists, ESA, class size overage, yellow and blue timesheets) | <u>ADULT ED. AND SUBSTITUTE</u> EMPLOYEE TIMESHEET DUE TO PAYROLL BY 5:PM (green and white timesheets) | <u>CONTRACTED EMPLOYEE</u> EXTRA HOURS TIMESHEET PAY DATE | <u>ADULT ED. AND SUBSTITUTE</u> EMPLOYEE TIMESHEET PAY DATE |
|------------------------|--|---|---|--|--|
| July 1-31 | 07/30/21 | | 08/04/21 | | 08/31/21 |
| July 1-23 | | 07/23/21 | | 08/13/21 | |
| Aug 1- 31 | 08/31/21 | | 09/03/21 | | 09/30/21 |
| July 24- Aug 25 | | 08/25/21 | | 09/15/21 | |
| Sept 1-30 | 09/30/21 | | 10/05/21 | | 10/29/21 |
| Aug 26-Sept 24 | | 09/24/21 | | 10/15/21 | |
| Oct 1-31 | 10/29/21 | | 11/03/21 | | 11/30/21 |
| Sept 25-Oct 25 | | 10/25/21 | | 11/15/21 | |
| Nov 1-30 | 11/30/21 | | **early** 12/1/21 | | 12/17/21 |
| Oct 26-Nov 19 | | 11/19/21 | | 12/15/21 | |
| Dec 1-31 | 12/17/21 | | 01/05/22 | | 01/31/22 |
| Nov 20-Dec 7 | | **early** 12/7/21 | | 01/14/22 | |
| Jan 1-31 | 01/31/22 | | 02/03/22 | | 02/28/22 |
| Dec 8-Jan 25 | | 01/25/22 | | 02/15/22 | |
| Feb 1-28 | 02/28/22 | | 03/03/22 | | 03/31/22 |
| Jan 26-Feb 25 | | 02/25/22 | | 03/15/22 | |
| Mar 1-31 | 03/31/22 | | 04/05/22 | | 04/29/22 |
| Feb 26-Mar 25 | | 03/25/22 | | 04/15/22 | |
| Apr 1-30 | 04/29/22 | | 05/04/22 | | 05/31/22 |
| Mar 26-Apr 25 | | 04/25/22 | | 05/13/22 | |
| May 1-31 | 05/31/22 | | 06/03/22 | | 06/30/22 |
| Apr 26-May 25 | | 05/25/22 | | 06/15/22 | |
| June 1-30 | 06/30/22 | | **early** 6/30/22 | | 07/15/22 |
| May 26-Jun 24 | | 06/24/22 | | 07/15/22 | Liability |
| Jun 25-Jun 30 | | 06/30/22 | | 08/10/22 | Liability |

Tentative
Tentative

****Early due dates due to Holidays/End of Fiscal Year Processing**

| EXTENDED SCHOOL YEAR (ESY) | TIME CARDS DUE | ESY PAY DATE |
|-------------------------------|----------------|--------------|
| June | 07/06/22 | 07/29/22 |
| July | 08/03/22 | 08/31/22 |

665 Walnut Avenue Payroll Hours
Vallejo, CA 94592 Mon - Fri 8:00 AM - 5:00 PM
Phone: 707.556.8921
Fax: 707.638.0316
Payroll@vcusd.org

- For Payroll questions email PAYROLL@VCUSD.ORG
- Send timesheets to TIMESHEETS@VCUSD.ORG
- For Employee Paystubs, Leave Balances, and Tax Changes
go to: <https://eeportal.solanocoe.net/#/login>

Certificated Payroll Technician (A-L)-Gilda Gunn, x 50018
Certificated Payroll Technician (M-Z)- Malaika Traylor, x 50046

Classified Payroll Technician (A-Z)- Jennifer King, x 50151

Interim Assistant Director of Finance- Gillian Valenzuela, x 50048

