

**Help Desk Phone Number:
(209) 933-7001, Ext. 1
or submit a payroll help
ticket**

JUNE PAYROLL UPDATE



Highlights

- Payday is on June 30th, 2025. Checks will be mailed on June 28th, 2025.
- Supplemental pay is on June 10th, 2025. Checks will be mailed June 9th, 2025.
- Deferred Pay & CSEAP Payment - if you're enrolled in Def pay and/or CSEAP and receive your contract pay between the months of July thru May, you will be paid on June 30th, 2025. If you receive your contract pay between the months of August thru June, you will be paid on July 31st, 2025. Deferred Pay & CSEAP Payment will be paid via direct deposit and if you do not have direct deposit, your check will be mailed to the address on file.

NOTE: If you have not received your check within 2-3 working days after payday, you must come to the payroll office to sign an Affidavit of Non-Receipt. A new check will be issued to you 5 working days after payday. This procedure must be strictly adhered to and cannot be initiated, expedited or completed by phone.

PAYROLL HELP DESK PROCEDURES

Effective Immediately—The Payroll Help Desk will respond only to calls reporting:

1) Incorrect pay; 2) Inaccurate Deductions; 3) Incorrect STRS/PERS credits or contributions.

Note: Messages must contain the specific information necessary to research the problem being reported.

DON'T FORGET - All timesheets are due in the Payroll office no later than Monday June 23rd, 2025 and are to reflect time from the 21st of the previous month through the 20th of the current month. Please refer to the instructions on the back of the Timesheet, specifically #7. It is the employee's responsibility to assure timely submission.

Note: Late timesheets will be paid on the following supplemental payroll.

Employee Portal Access:

You can view and print your paystubs, W2's and make address changes thru the Employee Portal. The access link can be found under the SUSD website (www.stocktonusd.net). To log in for the first time, you will have to create an employee username for the portal. If you are locked out of your portal, you must call the help desk at (209) 933-7090 x4357 to request assistance.

Questions regarding class overage payments and/or adjustments should be directed to your principal.