

EL MONTE UNION HIGH SCHOOL DISTRICT (EMUHSD)
Payroll Section

FAQs: HOW IS PAYROLL FOR A MONTHLY EMPLOYEE PROCESSED?

The following is a general explanation of how the th 25th Earned Salary Advance (ESA) and the 10th Regular Salary Payroll is processed for an EMUHSD classified monthly salary employee with a basic payroll status.

1. When do Monthly Employees get paid for the current "Pay Period" cycle?

As a monthly employee, your earnings pay period begins on the 1st and ends on the last day of the month (i.e. 1/1/20 – 1/31/20).

Your monthly salary for this pay period is paid to you on the 10th of the following month (i.e. Pay period of 1/1/20 – 1/31/20 is paid on 2/10/20). Additionally, you have the benefit of receiving a portion of your salary as an Earned Salary Advance (ESA) on the 25th of the current pay period (i.e. 1/25/20), which will be deducted from your pay on the 10th (i.e. 2/10/20).

2. What is an Earned Salary Advance?

A portion of your monthly salary is advanced to you on the 25th of the month as an Earned Salary Advance (ESA). It is only a partial "advance" of your monthly salary. For example, the ESA on 1/25/20 is an advance of your monthly salary which is due to you on 2/10/20 (for the pay period of 1/1/20 – 1/31/20).

3. Who receives an Earned Salary Advance?

Regular monthly Classified employees will receive an Earned Salary Advance (ESA). This is intended for employees that are scheduled to work the full month.

Employees out on Industrial Injury and/or receiving Workers Compensation may not be eligible for the ESA. Also, some employees may not receive

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5. How is my monthly salary pay on the 10 calculated?

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