Payroll Reference Guide & FAQs

When contacting the Payroll Department, please provide the following:

- Your legal name
- Your Employee Identification Number, which can be found on your ID badge, pay warrant, or in the Employee Portal
- A brief message for the purpose of your inquiry

PAYROLL DEPARTMENT CONTACTS
Phone: (805) 306-4500 Ext. 4140
Payroll will answer and return calls after school hours between 2:30 and 4:30 p.m.
Email: payroll@simivalleyusd.org
Fiscal Services Website: www.simivalleyusd.org/fiscal

FOR QUESTIONS RELATED TO:
- Bargaining Agreement → Personnel web page
- Payroll Forms → Fiscal Services web page
- Change of Address → Personnel web page
- 403b/457 → TDS Website
- Pay Period Date Reference
- Attendance Tracking
- Assignment Pay: From the 1st of the month through the last day of the month.
- Substitute/OT/Additional Hours: From the 11th of the month through the 10th of the following month.
- Classified CalPERS Retirees: From the 1st of the month through the last day of the month, and is PAID on the 10th of the month.

EMPLOYEE PORTAL
The SVUSD Employee Portal can be accessed from www.simivalleyusd.org on the home page, or by going to myescape.vcoe.org/#/login. For help with the Employee Portal, please email us at employeeportal@simivalleyusd.org.

PN Time is limited to current year's sick leave grant.
*Found at www.simivalleyusd.org