

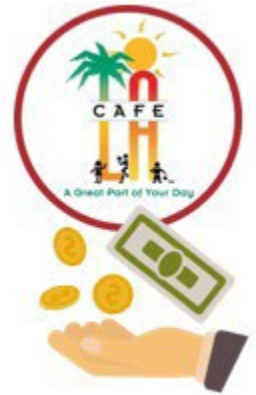
SSO Payroll Due Dates

To ensure Food Service Division employees are paid on time, follow the payroll due dates below for SSO.

June 12, 2025 – August 12, 2025

Payroll Timesheet Instructions:

- Email FSD Timesheets to the appropriate Time Reporter based on the **name of the school**.
- Please notify your time reporter of any changes to projected time.
- Timesheets are due every **Friday by 1:00 p.m.**



Plus Below:

Additional Payroll Due Dates

Payroll Due Dates	Days to Project for Payroll Cutoff
Thursday, June 12	Project for Friday, June 13
Thursday, June 26	Project through Monday, June 30
Monday, July 14	Project for Tuesday, July 15
Wednesday, July 30	Project for Thursday, July 31
Wednesday, August 13	Project time through Friday, August 12

Time Reporter

School Name	Time Reporter	Email
A - E	Yahari Lazaro-Gonzalez	y.lazarogonzalez@lausd.net
F -L	Kimberly Hightower	k.hightower@lausd.net
M – R	Nidia Marcenaro	nidia.marcenaro@lausd.net
S– Z, # Schools	Fabricio Tenorio	fabricio.tenorio@lausd.net

Post in a visible area for staff.