

Payroll Due Dates

All time sheets or leave reports must have the employee's signature and the supervisor or administrator's approval.

Monthly Payroll

Classified Employees and Administrators

Approved and signed classified and Administrators' timesheets are due to the District Payroll Office no later than the end of the **second working day following the end date of the reporting period**, which is printed on the time sheet (the 14th of each month).

Faculty – Monthly Payroll

All Faculty payroll documentation and information must be received in the appropriate office **no later than the 15th of each month**. If the 15th of the month falls on a Saturday or Sunday, the information is due on the Friday preceding it.

MONTHLY PAYROLL (FOR CLASSIFIED/CERTIFICATED EMPLOYEES)				
Time Sheet Reporting 2009	Time Sheets Due Date (No later Than)		Monthly Pay Date	
12/15/08-01/14/09	01/14	Wednesday	01/30	Friday
01/15-02/14	02/13	Friday	02/27	Friday
02/15-03/14	03/13	Friday	03/31	Tuesday
03/15-04/14	04/14	Tuesday	04/30	Thursday
04/15-05/14	05/14	Thursday	05/29	Friday
05/15-06/14	06/15	Monday	06/30	Tuesday
06/15-07/14	07/14	Tuesday	07/31	Friday
07/15-08/14	08/14	Friday	08/31	Monday
08/15-09/14	09/14	Monday	09/30	Wednesday
09/15-10/14	10/14	Wednesday	10/30	Friday
10/15-11/14	11/13	Friday	11/30	Monday
11/15-12/14	12/14	Monday	12/30	Wednesday

Mid-Monthly Payroll

Temporary and Student Employees

Approved and signed student and temporary employees' timesheets must be received **no later than the return date printed on the timesheet**. This date is the first working day after the end date of the pay period. For example, for pay period January 1 through 31, the timesheet must be received by payroll no later than February 2, which is the first work day after the end date, January 31.

MID-MONTH PAYROLL (FOR STUDENTS AND TEMPORARY EMPLOYEES)				
Pay Period 2009	Time Sheets Due Date (No later Than)		Pay Date	
01/01-01/31	02/02	Monday	02/17	Tuesday
02/01-02/28	03/02	Monday	03/16	Monday
03/01-03/31	04/01	Wednesday	04/15	Wednesday
04/01-04/30	05/01	Friday	05/15	Friday
05/01-05/31	06/01	Monday	06/15	Monday
06/01-06/30	07/01	Wednesday	07/15	Wednesday
07/01-07/31	08/03	Monday	08/14	Friday
08/01-08/30	09/01	Tuesday	09/15	Tuesday
09/01-09/30	10/01	Thursday	10/15	Thursday
10/01-10/31	11/02	Monday	11/16	Monday
11/01-11/30	12/01	Tuesday	12/15	Tuesday
12/01-12/31	01/04/10	Monday	01/15/10	Friday

Paychecks will be mailed to your address each month. Please update your address with the District Human Resources Office. Student employees please contact each campus Financial Aid Office. Part-time faculty, please contact the Campus Personnel office.