

MEMORANDUM

TO: SUPERVISORS OF CLASSIFIED HOURLY EMPLOYEES
AND STUDENT WORKERS

FROM: Payroll Services

SUBJECT: Payroll Periods for Classified Hourly Employees
and Student Workers

The following schedule indicates the Payroll periods for the Classified Hourly Employees and Student Workers:

PAYROLL PERIOD WARRANT AVAILABILITY

JUL	07,	2008	to	AUG	03,	2008	SEP	5,	2008
AUG	04,	2008	to	SEP	07,	2008	OCT	3,	2008
SEP	08,	2008	to	OCT	05,	2008	NOV	5,	2008
OCT	06,	2008	to	NOV	02,	2008	DEC	5,	2008
NOV	03,	2008	to	DEC	07,	2008	JAN	5,	2009
DEC	08,	2008	to	JAN	04,	2009	FEB	5,	2009
JAN	05,	2009	to	FEB	08,	2009	MAR	5,	2009
FEB	09,	2009	to	MAR	08,	2009	APR	3,	2009
MAR	09,	2009	to	APR	12,	2009	MAY	5,	2009
APR	13,	2009	to	MAY	03,	2009	JUN	5,	2009
MAY	04,	2009	to	JUN	07,	2009	JUL	3,	2009
JUN	08,	2009	to	JUL	05,	2009	AUG	5,	2009

Monthly and weekly time sheets are due in Payroll Services the first working day following the last day of the payroll period. Payroll warrants will always carry the last day of the month as the payroll period ending date. Refer to the above schedule for actual District payroll periods and warrant availability.

Student worker monthly time sheets will follow the above schedule. These time sheets must be submitted to Payroll Services on the first working day following the last day of the payroll period.

Pay Dates are subject to change due to campus closure or County Office Payroll processing deadlines.

