

## MEMORANDUM

TO: SUPERVISORS OF NON ACADEMIC HOURLY EMPLOYEES  
AND STUDENT WORKERS

FROM: Payroll Services

SUBJECT: Payroll Pay Periods for Non Academic Hourly Employees and  
Student Workers

The following schedule indicates the Payroll pay periods for the Non Academic Hourly Employees and Student Workers

Payroll Pay Period	Timesheet Deadline	Pay Date
07/01/2016 – 07/31/2016	08/01/2016	08/31/2016
08/01/2016 – 08/31/2016	09/01/2016	09/30/2016
09/01/2016 – 09/30/2016	10/03/2016	10/31/2016
10/01/2016 – 10/31/2016	11/01/2016	11/30/2016
11/01/2016 – 11/30/2016	12/01/2016	12/16/2016
12/01/2016 – 12/31/2016	01/03/2017	01/31/2017
01/01/2017 – 01/31/2017	02/01/2017	02/28/2017
02/01/2017 – 02/28/2017	03/01/2017	03/24/2017
03/01/2017 – 03/31/2017	04/03/2017	04/28/2017
04/01/2017 – 04/30/2017	05/01/2017	05/31/2017
05/01/2017 – 05/31/2017	06/01/2017	06/29/2017
06/01/2017 – 06/30/2017	07/03/2017	07/31/2017

Timesheets are due in Payroll Services by 4:00 P.M. the first working day following the last day of the payroll pay period. Refer to the above schedule for actual District payroll periods and pay dates. **Timesheets turned in after the deadline may result in nonpayment for the employee.**

(Pay Dates are subject to change due to campus closure and Payroll deadlines.)