

MEMORANDUM

TO: SUPERVISORS OF NON ACADEMIC HOURLY EMPLOYEES
AND STUDENT WORKERS

FROM: Payroll Services

SUBJECT: Timesheet deadline 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

FY 2018-2019

Payroll Pay Period	Timesheet Deadline	Pay Date
07/01/2018 – 07/31/2018	08/01/2018	08/31/2018
08/01/2018 – 08/31/2018	09/04/2018	09/28/2018
09/01/2018 – 09/30/2018	10/01/2018	10/31/2018
10/01/2018 – 10/31/2018	11/01/2018	11/30/2018
11/01/2018 – 11/30/2018	11/26/2018	12/18/2018
12/01/2018 – 12/31/2018	01/02/2019	01/31/2019
01/01/2019 – 01/31/2019	02/01/2019	02/28/2019
02/01/2019 – 02/28/2019	03/01/2019	03/22/2019
03/01/2019 – 03/31/2019	04/02/2019	04/30/2019
04/01/2019 – 04/30/2019	05/01/2019	05/31/2019
05/01/2019 – 05/31/2019	06/03/2019	06/27/2019
06/01/2019 – 06/30/2019	07/01/2019	07/31/2019

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.)