

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	01,	2014	to	JUL	31,	2014	AUG	29,	2014
AUG	01,	2014	to	AUG	31,	2014	SEP	30,	2014
SEP	01,	2014	to	SEP	30,	2014	OCT	31,	2014
OCT	01,	2014	to	OCT	31,	2014	NOV	26,	2014
NOV	01,	2014	to	NOV	30,	2014	DEC	19,	2014
DEC	01,	2014	to	DEC	31,	2014	JAN	30,	2015
JAN	01,	2015	to	JAN	31,	2015	FEB	27,	2015
FEB	01,	2015	to	FEB	28,	2015	MAR	30,	2015
MAR	01,	2015	to	MAR	31,	2015	APR	30,	2015
APR	01,	2015	to	APR	30,	2015	MAY	29,	2015
MAY	01,	2015	to	MAY	31,	2015	JUN	30,	2015
JUN	01,	2015	to	JUN	30,	2015	JUL	31,	2015

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.

07/07/14