

All pay documents received by District HR or campus personnel offices by the 15th are processed and included in the month-end payroll pay date of the same month received. Approved Faculty Leave and Sub Pay System as of the 15th will allow payment of substitutes in the same month approved. Remittance of Online Liquid Office time-reports for reporting exceptions (leaves and overtime) are due on the last working day of the reporting period. Time-report approvals due dates are indicated below.

MONTH-END PAYROLL

(FOR CLASSIFIED/CERTIFICATED/ADMINISTRORS)

Liquid Office Online Time Reporting period in 2018	Liquid Office Time Reports Approval Due Date (No later Than)		Month-end Payroll Pay Date in 2018	
12/15/17-01/14/18	01/22	Monday	01/31	Wednesday
01/15-02/14	02/20	Tuesday	02/28	Wednesday
02/15-03/14	03/21	Wednesday	03/30	Friday
03/15-04/14	04/19	Thursday	04/30	Monday
04/15-05/14	05/21	Monday	05/31	Thursday
05/15-06/14	06/20	Wednesday	06/29	Friday
06/15-07/14	07/22	Sunday	07/31	Tuesday
07/15-08/14	08/21	Tuesday	08/30	Thursday
08/15-09/14	09/19	Wednesday	09/28	Friday
09/15-10/14	10/22	Monday	10/31	Wednesday
10/15-11/14	11/19	Monday	11/30	Friday
11/15-12/10/18	12/12	Wednesday	12/21	Friday

Remittance of Classified hourly, student and temporary employees' web timesheets for the calendar month are due from employee on the last working day of the same calendar month. Web Timesheets approval deadlines are indicated below.

MID-MONTH PAYROLL

(FOR CLASSIFIED HOURLY, STUDENTS AND TEMPORARY EMPLOYEES)

Time and Attendance reporting in 2018	Web Timesheet Approval Due Date (No later Than)		Mid-month Payroll Pay Date in 2018	
01/01-01/31/18	02/07/18	Wednesday	02/15/18	Thursday
02/01-02/28	03/07	Wednesday	03/15	Thursday
03/01-03/31	04/08	Sunday	04/16	Monday
04/01-04/30	05/07	Monday	05/15	Tuesday
05/01-05/31	06/07	Thursday	06/15	Friday
06/01-06/30	07/08	Sunday	07/16	Monday
07/01-07/31	08/06	Monday	08/15	Wednesday
08/01-08/31	09/06	Thursday	09/14	Friday
09/01-09/30	10/07	Sunday	10/15	Monday
10/01-10/31	11/06	Tuesday	11/15	Thursday
11/01-11/30	12/05/18	Wednesday	12/14/17	Friday
12/01-12/31/18	01/07/19	Wednesday	01/15/18	Tuesday