

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 Leave Reports at the Faculty Leave and Sub Pay System as of the 15th will allow payment of substitutes in the same month approved. Approved Online Liquid Office time-reports for exceptions (leaves and overtime) reporting are due per dates as indicated below.

MONTH-END PAYROLL

(FOR CLASSIFIED, CERTIFICATED & ADMINISTRATORS)

Liquid Office Online Time Reporting period in 2019	Liquid Office Time Reports Approval Due Date (No later Than)		Month-end Payroll Pay Date in 2019	
12/11/18-01/14/19	01/22	Tuesday	01/31	Thursday
01/15-02/14	02/19	Tuesday	02/28	Thursday
02/15-03/14	03/19	Tuesday	03/29	Friday
03/15-04/14	04/21	Sunday	04/30	Tuesday
04/15-05/14	05/21	Tuesday	05/31	Friday
05/15-06/14	06/19	Wednesday	06/28	Friday
06/15-07/14	07/22	Monday	07/31	Wednesday
07/15-08/14	08/19	Monday	08/29	Thursday
08/15-09/14	09/19	Thursday	09/30	Monday
09/15-10/14	10/22	Tuesday	10/31	Thursday
10/15-11/14	11/18	Monday	11/27	Wednesday
11/15-12/10/19	12/12	Thursday	12/23	Monday

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

MID-MONTH PAYROLL

(FOR CLASSIFIED HOURLY, STUDENTS & TEMPORARY EMPLOYEES)

Time and Attendance reporting in 2019	Web Timesheet Approval Deadline (No later Than)		Mid-month Payroll Pay Date in 2019	
01/01-01/31/19	02/06/19	Wednesday	02/14/19	Thursday
02/01-02/28	03/07	Thursday	03/15	Friday
03/01-03/31	04/07	Sunday	04/15	Monday
04/01-04/30	05/07	Tuesday	05/15	Wednesday
05/01-05/31	06/06	Thursday	06/14	Friday
06/01-06/30	07/07	Sunday	07/15	Monday
07/01-07/31	08/07	Wednesday	08/15	Thursday
08/01-08/31	09/08	Sunday	09/16	Monday
09/01-09/30	10/07	Monday	10/15	Tuesday
10/01-10/31	11/06	Wednesday	11/15	Friday
11/01-11/30	12/08/19	Sunday	12/16/19	Monday
12/01-12/31/18	01/07/20	Tuesday	01/15/20	Wednesday