

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 2017 | Liquid Office Time Reports Approval Due Date (No later Than) | | Month-end Payroll Pay Date in 2017 | |
|---|---|-----------|---|-----------|
| 12/15/16-01/14/17 | 01/22 | Sunday | 01/31 | Tuesday |
| 01/15-02/14 | 02/20 | Monday | 02/28 | Tuesday |
| 02/15-03/14 | 03/22 | Wednesday | 03/31 | Friday |
| 03/15-04/14 | 04/19 | Wednesday | 04/28 | Friday |
| 04/15-05/14 | 05/21 | Sunday | 05/31 | Wednesday |
| 05/15-06/14 | 06/21 | Wednesday | 06/30 | Friday |
| 06/15-07/14 | 07/19 | Wednesday | 07/31 | Monday |
| 07/15-08/14 | 08/21 | Monday | 08/31 | Thursday |
| 08/15-09/14 | 09/20 | Wednesday | 09/29 | Friday |
| 09/15-10/14 | 10/22 | Sunday | 10/31 | Tuesday |
| 10/15-11/14 | 11/19 | Sunday | 11/30 | Thursday |
| 11/15-12/14/17 | 12/17 | Sunday | 12/29 | 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 2017 | Web Timesheet Approval Due Date (No later Than) | | Mid-month Payroll Pay Date in 2017 | |
|--|--|-----------|---|-----------|
| 01/01-01/31/17 | 02/07/17 | Tuesday | 02/15/17 | Wednesday |
| 02/01-02/28 | 03/07 | Tuesday | 03/15 | Wednesday |
| 03/01-03/31 | 04/06 | Thursday | 04/14 | Friday |
| 04/01-04/30 | 05/07 | Sunday | 05/15 | Monday |
| 05/01-05/31 | 06/07 | Wednesday | 06/15 | Thursday |
| 06/01-06/30 | 07/05 | Wednesday | 07/13 | Thursday |
| 07/01-07/31 | 08/07 | Monday | 08/15 | Tuesday |
| 08/01-08/31 | 09/06 | Wednesday | 09/14 | Thursday |
| 09/01-09/30 | 10/08 | Sunday | 10/16 | Monday |
| 10/01-10/31 | 11/06 | Monday | 11/15 | Wednesday |
| 11/01-11/30 | 12/07/17 | Thursday | 12/15/17 | Friday |
| 12/01-12/31/17 | 01/07/18 | Sunday | 01/15/18 | Monday |