

All pay documents received by District HR or campus HR by the 15th are processed and included in the month-end payroll pay date of the same month received. Approved leave reports in the Faculty Leave and Sub Pay System as of the 15th will allow payment of substitutes in the same month approved. Remittance and approval 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.

2025 MONTH-END PAYROLL

(FOR CLASSIFIED/ CERTIFICATED/ ADMINISTRATORS)

Liquid Office Online Time Reporting period in 2025	Liquid Office Time Reports - Approval Due Date (No later Than)	Month-end Payroll Pay Date in 2025	
12/11/24-01/14/25	01/15	01/31	Friday
01/15-02/14	02/15	02/29	Friday
02/15-03/14	03/15	03/31	Monday
03/15-04/14	04/15	04/30	Wednesday
04/15-05/14	05/15	05/30	Friday
05/15-06/14	06/15	06/30	Monday
06/15-07/14	07/15	07/31	Thursday
07/15-08/14	08/15	08/28	Thursday
08/15-09/14	09/15	09/30	Tuesday
09/15-10/14	10/15	10/31	Friday
10/15-11/14	11/15	11/26	Wednesday
11/15-12/10/25	12/11	12/23	Tuesday

Remittance of Classified hourly, student and temporary employees' web timesheets for the calendar month are due from employees on the last working day of the same calendar month.

Web Timesheets approval deadlines are indicated below.

2025 MID-MONTH PAYROLL

(FOR CLASSIFIED HOURLY, STUDENTS AND TEMPORARY EMPLOYEES)

Time and Attendance reporting in 2025	Web Timesheet Approval Due Date (No later Than)	Mid-month Payroll Pay Date in 2025	
01/01-01/31/25	02/05/25	02/13/25	Thursday
02/01-02/29	03/05	03/14	Friday
03/01-03/31	04/05	04/15	Tuesday
04/01-04/30	05/05	05/15	Thursday
05/01-05/31	06/05	06/16	Monday
06/01-06/30	07/05	07/15	Tuesday
07/01-07/31	08/05	08/14	Thursday
08/01-08/31	09/05	09/15	Monday
09/01-09/30	10/05	10/15	Wednesday
10/01-10/31	11/05	11/14	Friday
11/01-11/30	12/04	12/15/25	Monday
12/01-12/31/25	01/05/26	01/15/26	Thursday