

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 2020	Liquid Office Time Reports Approval Due Date (No later Than)		Month-end Payroll Pay Date in 2020	
12/11/19-01/14/20	01/22	Wednesday	01/31	Friday
01/15-02/14	02/19	Wednesday	02/28	Friday
02/15-03/14	03/22	Sunday	03/31	Tuesday
03/15-04/14	04/21	Tuesday	04/30	Thursday
04/15-05/14	05/19	Tuesday	05/29	Friday
05/15-06/14	06/21	Sunday	06/30	Tuesday
06/15-07/14	07/20	Monday	07/30	Thursday
07/15-08/14	08/18	Tuesday	08/31	Monday
08/15-09/14	09/21	Monday	09/30	Wednesday
09/15-10/14	10/21	Wednesday	10/30	Friday
10/15-11/14	11/17	Tuesday	11/30	Monday
11/15-12/10/19	12/15	Tuesday	12/23	Wednesday

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 2020	Web Timesheet Approval Deadline (No later Than)		Mid-month Payroll Pay Date in 2020	
01/01-01/31/20	02/05/20	Wednesday	02/13/20	Thursday
02/01-02/28	03/08	Sunday	03/16	Monday
03/01-03/31	04/07	Tuesday	04/15	Wednesday
04/01-04/30	05/07	Thursday	05/15	Friday
05/01-05/31	06/07	Sunday	06/15	Monday
06/01-06/30	07/06	Monday	07/15	Wednesday
07/01-07/31	08/05	Wednesday	08/13	Thursday
08/01-08/31	09/07	Monday	09/15	Tuesday
09/01-09/30	10/07	Wednesday	10/15	Thursday
10/01-10/31	11/05	Thursday	11/16	Monday
11/01-11/30	12/07/20	Monday	12/15/20	Tuesday
12/01-12/31/20	01/07/21	Tuesday	01/15/21	Friday