

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.

2021 MONTH-END PAYROLL

(FOR CLASSIFIED/CERTIFICATED/ADMINISTRATORS)

Liquid Office Online Time Reporting period in 2021	Liquid Office Time Reports Approval Due Date (No later Than)		Month-end Payroll Pay Date in 2021	
12/11/20-01/14/21	01/15/21	Friday	01/29/21	Friday
01/15-02/14	02/15/21	Monday	02/26/21	Friday
02/15-03/14	03/15/21	Monday	03/31/21	Wednesday
03/15-04/14	04/15/21	Thursday	04/30/21	Friday
04/15-05/14	05/15/21	Saturday	05/28/21	Friday
05/15-06/14	06/15/21	Tuesday	06/30/21	Wednesday
06/15-07/14	07/15/21	Thursday	07/29/21	Thursday
07/15-08/14	08/15/21	Sunday	08/31/21	Tuesday
08/15-09/14	09/15/21	Wednesday	09/30/21	Thursday
09/15-10/14	10/15/21	Friday	10/29/21	Friday
10/15-11/14	11/15/21	Monday	11/30/21	Tuesday
11/15-12/10/21	12/11/21	Wednesday	12/22/21	Wednesday

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.

2021 MID-MONTH PAYROLL

(FOR CLASSIFIED HOURLY, STUDENTS AND TEMPORARY EMPLOYEES)

Time and Attendance reporting in 2021	Web Timesheet Approval Due Date (No later Than)		Mid-month Payroll Pay Date in 2021	
01/01-01/31/21	02/05/21	Friday	02/11/21	Thursday
02/01-02/28	03/05/21	Friday	03/15/21	Monday
03/01-03/31	04/05/21	Monday	04/15/21	Thursday
04/01-04/30	05/05/21	Wednesday	05/14/21	Friday
05/01-05/31	06/05/21	Saturday	06/15/21	Tuesday
06/01-06/30	07/05/21	Monday	07/15/21	Thursday
07/01-07/31	08/05/21	Thursday	08/16/21	Monday
08/01-08/31	09/05/21	Sunday	09/15/21	Wednesday
09/01-09/30	10/05/21	Tuesday	10/15/21	Friday
10/01-10/31	11/05/21	Friday	11/15/21	Monday
11/01-11/30	12/05/21	Sunday	12/15/21	Wednesday
12/01-12/31/21	01/05/22	Wednesday	01/14/22	Friday