

All pay documents received by District HR or campus personnel offices by the 15<sup>th</sup> 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 15<sup>th</sup> 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.

## 2023 MONTH-END PAYROLL

(FOR CLASSIFIED/ CERTIFICATED/ ADMINISTRATORS)

Liquid Office Online Time Reporting period in 2023	Liquid Office Time Reports Approval Due Date (No later Than)	Month-end Payroll Pay Date in 2023	
12/11/22-01/14/23	01/15	01/31	Tuesday
01/15-02/14	02/15	02/28	Tuesday
02/15-03/14	03/15	03/31	Friday
03/15-04/14	04/15	04/28	Friday
04/15-05/14	05/15	05/31	Wednesday
05/15-06/14	06/15	06/30	Friday
06/15-07/14	07/15	07/31	Monday
07/15-08/14	08/15	08/31	Thursday
08/15-09/14	09/15	09/29	Friday
09/15-10/14	10/15	10/31	Tuesday
10/15-11/14	11/15	11/30	Thursday
11/15-12/10/24	12/11	12/21	Thursday

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.

## 2023 MID-MONTH PAYROLL

(FOR CLASSIFIED HOURLY, STUDENTS AND TEMPORARY EMPLOYEES)

Time and Attendance reporting in 2023	Web Timesheet Approval Due Date (No later Than)	Mid-month Payroll Pay Date in 2023	
01/01-01/31/23	02/06/23	02/15/23	Wednesday
02/01-02/28	03/06	03/15	Wednesday
03/01-03/31	04/06	04/14	Friday
04/01-04/30	05/06	05/15	Monday
05/01-05/31	06/06	06/15	Thursday
06/01-06/30	07/06	07/13	Thursday
07/01-07/31	08/06	08/15	Tuesday
08/01-08/31	09/06	09/15	Friday
09/01-09/30	10/06	10/16	Monday
10/01-10/31	11/06	11/15	Wednesday
11/01-11/30	12/06	12/15/23	Friday
12/01-12/31/23	01/06/24	01/15/24	Monday