

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.

## 2024 MONTH-END PAYROLL

(FOR CLASSIFIED/ CERTIFICATED/ ADMINISTRATORS)

<b>Liquid Office Online Time Reporting period in 2024</b>	<b>Liquid Office Time Reports Approval Due Date (No later Than)</b>	<b>Month-end Payroll Pay Date in 2024</b>	
12/11/22-01/14/23	01/15	01/31	Wednesday
01/15-02/14	02/15	02/29	Thursday
02/15-03/14	03/15	03/29	Friday
03/15-04/14	04/15	04/30	Tuesday
04/15-05/14	05/15	05/31	Friday
05/15-06/14	06/15	06/28	Friday
06/15-07/14	07/15	07/31	Wednesday
07/15-08/14	08/15	08/29	Thursday
08/15-09/14	09/15	09/30	Monday
09/15-10/14	10/15	10/31	Thursday
10/15-11/14	11/15	11/27	Wednesday
11/15-12/10/24	12/11	12/23	Monday

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.

## 2024 MID-MONTH PAYROLL

(FOR CLASSIFIED HOURLY, STUDENTS AND TEMPORARY EMPLOYEES)

<b>Time and Attendance reporting in 2024</b>	<b>Web Timesheet Approval Due Date (No later Than)</b>	<b>Mid-month Payroll Pay Date in 2024</b>	
01/01-01/31/24	02/06/24	02/15/24	Thursday
02/01-02/29	03/06	03/15	Friday
03/01-03/31	04/06	04/15	Monday
04/01-04/30	05/06	05/15	Wednesday
05/01-05/31	06/06	06/14	Friday
06/01-06/30	07/06	07/15	Monday
07/01-07/31	08/06	08/15	Thursday
08/01-08/31	09/06	09/16	Monday
09/01-09/30	10/06	10/15	Tuesday
10/01-10/31	11/06	11/15	Friday
11/01-11/30	12/06	12/16/24	Monday
12/01-12/31/23	01/06/25	01/15/25	Tuesday