

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.

2026 MONTH-END PAYROLL

(FOR CLASSIFIED/ CERTIFICATED/ ADMINISTRATORS)

Liquid Office Online Time Reporting period in 2026	Liquid Office Time Reports - Approval Due Date (No later Than)	Month-end Payroll Pay Date in 2026	
12/11/25-01/14/26	01/15	01/30	Friday
01/15-02/14	02/15	02/27	Friday
02/15-03/14	03/15	03/31	Tuesday
03/15-04/14	04/15	04/30	Thursday
04/15-05/14	05/15	05/29	Friday
05/15-06/14	06/15	06/30	Tuesday
06/15-07/14	07/15	07/30	Thursday
07/15-08/14	08/15	08/31	Monday
08/15-09/14	09/15	09/30	Wednesday
09/15-10/14	10/15	10/30	Friday
10/15-11/14	11/15	11/30	Monday
11/15-12/10/26	12/11	12/23	Wednesday

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.

2026 MID-MONTH PAYROLL

(FOR CLASSIFIED HOURLY, STUDENTS AND TEMPORARY EMPLOYEES)

Time and Attendance reporting in 2026	Web Timesheet Approval Due Date (No later Than)	Mid-month Payroll Pay Date in 2026	
01/01-01/31/26	02/05/26	02/12/26	Thursday
02/01-02/28	03/05	03/16	Monday
03/01-03/31	04/05	04/15	Wednesday
04/01-04/30	05/05	05/15	Friday
05/01-05/31	06/05	06/15	Monday
06/01-06/30	07/05	07/15	Wednesday
07/01-07/31	08/05	08/13	Thursday
08/01-08/31	09/05	09/15	Tuesday
09/01-09/30	10/05	10/15	Thursday
10/01-10/31	11/05	11/16	Monday
11/01-11/30	12/05	12/15	Tuesday
12/01-12/31/26	01/05/27	01/15/27	Thursday