



# 2018-2019 SEMI-MONTHLY PAYROLL SCHEDULE

To comply with the Sacramento County Office of Education timelines for payroll, GCC Human Resources and the GCC Payroll Department must process and submit the semi-monthly payroll for all salary full time employee, all part time hourly employees, and all substitutes to SCOE by the deadlines imposed. Due to this, all paper timecards and electronic timecards must be approved and submitted to Human Resources by the following dates:

<b>PAYROLL PERIOD</b>	<b>DUE DATE</b>	<b>PAYDATE</b>
** July 1, 2018 - July 15, 2018	<b>*July 13, 2018</b>	July 25, 2018
** July 16, 2018 – July 31, 2018	July 31, 2018	August 9, 2018
** August 1, 2018 – August 15, 2018	August 15, 2018	August 24, 2018
August 16, 2018 – August 31, 2018	August 31, 2018	September 7, 2018
September 1, 2018 – September 15, 2018	<b>*September 14, 2018</b>	September 25, 2018
September 16, 2018 – September 30, 2018	<b>*September 28, 2018</b>	October 9, 2018
October 1, 2018 – October 15, 2018	October 15, 2018	October 25, 2018
October 16, 2018 – October 31, 2018	October 31, 2018	November 8, 2018
November 1, 2018 – November 15, 2018	November 15, 2018	November 26, 2018
November 16, 2018 – November 30, 2018	November 30, 2018	December 7, 2018
December 1, 2018 – December 15, 2018	<b>*December 14, 2018</b>	December 26, 2018
December 16, 2018 – December 31, 2018	<b>*December 21, 2018</b>	January 9, 2019
January 1, 2019 – January 15, 2019	January 15, 2019	January 25, 2019
January 16, 2019 – January 31, 2019	January 31, 2019	February 7, 2019
February 1, 2019 – February 15, 2019	February 15, 2019	February 25, 2019
February 16, 2019 – February 28, 2019	February 28, 2019	March 7, 2019
March 1, 2019 – March 15, 2019	March 15, 2019	March 25, 2019
March 16, 2019 – March 31, 2019	<b>*March 29, 2019</b>	April 9, 2019
April 1, 2019 – April 15, 2019	<b>*April 12, 2019</b>	April 25, 2019
April 16, 2019 – April 30, 2019	April 30, 2019	May 9, 2019
May 1, 2019 – May 15, 2019	May 15, 2019	May 24, 2019
May 16, 2019 – May 31, 2019	May 31, 2019	June 7, 2019
June 1, 2019 – June 15, 2019	<b>*June 14, 2019</b>	June 25, 2019
June 16, 2019 – June 30, 2019	<b>*June 28, 2019</b>	July 9, 2019

\*\* Indicates paper timecards must be completed.

**\* Please note that paper and electronic timecards are due early due to the weekend, holiday, or scheduled break.**

**TIMECARD CHECKLIST:**

- It is the employee’s responsibility to clock in and out daily.
- It is the administrator’s responsibility to verify the paper timecard and electronic timecard hours do not exceed the hours approved on the PAF.
- Administrators must review and approve all paper timecards and electronic timecards by the due date. Administrators must also verify the timecard clearly indicates the job the employee/substitute is performing (i.e., *Para Educator II, Substitute Clerk, Hourly Teacher*).
- Overtime, extra hours and sixth periods must have prior approval.

**SALARY EMPLOYEES:**

- All salary employees will be paid on the pay dates listed on the schedule.
- Salary employees will only be required to complete a timecard for extra hours, sixth periods or extra work days.
- Employees that work 11 months and selected to receive deferred pay will receive deferred payment on 7/25/19 and 8/8/19.