



2021-2022 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 electronic timecards must be approved and submitted to Human Resources by the following dates:

PAYROLL PERIOD	DUE DATE	PAYDATE
July 1, 2021 - July 15, 2021	July 15, 2021	July 23, 2021
July 16, 2021 – July 31, 2021	July 30, 2021	August 9, 2021
August 1, 2021 – August 15, 2021	*August 13, 2021	August 25, 2021
August 16, 2021 – August 31, 2021	August 31, 2021	September 9, 2021
September 1, 2021 – September 15, 2021	September 15, 2021	September 24, 2021
September 16, 2021 – September 30, 2021	September 30, 2021	October 8, 2021
October 1, 2021 – October 15, 2021	October 15, 2021	October 25, 2021
October 16, 2021 – October 31, 2021	*October 29, 2021	November 9, 2021
November 1, 2021 – November 15, 2021	November 15, 2021	November 24, 2021
November 16, 2021 – November 30, 2021	November 30, 2021	December 9, 2021
December 1, 2021 – December 15, 2021	*December 10, 2021	December 23, 2021
December 16, 2021 – December 31, 2021	*December 17, 2021	January 7, 2022
January 1, 2022 – January 15, 2022	*January 14, 2022	January 25, 2022
January 16, 2022 – January 31, 2022	January 31, 2022	February 9, 2022
February 1, 2022 – February 15, 2022	February 15, 2022	February 25, 2022
February 16, 2022 – February 28, 2022	February 28, 2022	March 9, 2022
March 1, 2022 – March 15, 2022	March 15, 2022	March 25, 2022
March 16, 2022 – March 31, 2022	March 31, 2022	April 8, 2022
April 1, 2022 – April 15, 2022	*April 8, 2022	April 25, 2022
April 16, 2022 – April 30, 2022	*April 29, 2022	May 9, 2022
May 1, 2022 – May 15, 2022	*May 13, 2022	May 25, 2022
May 16, 2022 – May 31, 2022	May 31, 2022	June 9, 2022
June 1, 2022 – June 15, 2022	June 15, 2022	June 24, 2022
June 16, 2022 – June 30, 2022	June 30, 2022	July 8, 2022

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

ELECTRONIC TIMECARD CHECKLIST:

- It is the employee’s responsibility to clock in and out daily.
- It is the administrator’s responsibility to verify the electronic timecard hours do not exceed the hours approved on the PAF.
- Administrators must review and approve all 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 10 months and select to receive deferred pay will receive deferred payment on or around 6/24/22, 7/8/22, 7/25/22 and 8/9/22.
- Employees that work 11 months and select to receive deferred pay will receive deferred payment on 7/25/22 and 8/9/22.