



# 2023-2024 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 employees, 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:

<b>PAYROLL PERIOD</b>	<b>DUE DATE</b>	<b>PAYDATE</b>
July 1 - July 15	<b>*July 14, 2023</b>	July 25, 2023
July 16 – July 31	July 31, 2023	August 9, 2023
August 1 – August 15	August 15, 2023	August 25, 2023
August 16 – August 31	August 31, 2023	September 8, 2023
September 1 – September 15	September 15, 2023	September 25, 2023
September 16 – September 30	<b>*September 29, 2023</b>	October 6, 2023
October 1 – October 15	<b>*October 13, 2023</b>	October 25, 2023
October 16 – October 31	October 31, 2023	November 9, 2023
November 1 – November 15	<b>*November 14, 2023</b>	November 24, 2023
November 16 – November 30	November 30, 2023	December 8, 2023
December 1 – December 15	<b>*December 12, 2023</b>	December 22, 2023
December 16 – December 31	<b>*December 22, 2023</b>	January 9, 2024
January 1 – January 15	January 15, 2024	January 25, 2024
January 16 – January 31	January 31, 2024	February 9, 2024
February 1 – February 15	February 15, 2024	February 23, 2024
February 16 – February 29	February 29, 2024	March 8, 2024
March 1 – March 15	March 15, 2024	March 25, 2024
March 16 – March 31	<b>*March 22, 2024</b>	April 9, 2024
April 1 – April 15	April 15, 2024	April 25, 2024
April 16 – April 30	April 30, 2024	May 9, 2024
May 1 – May 15	May 15, 2024	May 24, 2024
May 16 – May 31	May 31, 2024	June 7, 2024
June 1 – June 15	<b>*June 14, 2024</b>	June 25, 2024
June 16 – June 30	<b>*June 28, 2024</b>	July 9, 2024

**\* 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 6/25/24, 7/9/24, 7/25/24 and 8/9/24.
- Employees that work 11 months and select to receive deferred pay will receive deferred payment on or around 7/25/24 and 8/9/24.