



2024-2025 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 non-exempt 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/Payroll Department by the following dates:

PAYROLL PERIOD	DUE DATE	PAYDATE
July 1 - July 15	July 15, 2024	July 25, 2024
July 16 – July 31	July 31, 2024	August 9, 2024
August 1 – August 15	August 15, 2024	August 23, 2024
August 16 – August 31	*August 30, 2024	September 9, 2024
September 1 – September 15	*September 13, 2024	September 25, 2024
September 16 – September 30	September 30, 2024	October 9, 2024
October 1 – October 15	October 15, 2024	October 25, 2024
October 16 – October 31	October 31, 2024	November 8, 2024
November 1 – November 15	November 15, 2024	November 25, 2024
November 16 – November 30	*November 29, 2024	December 9, 2024
December 1 – December 15	*December 13, 2024	December 23, 2024
December 16 – December 31	December 31, 2024	January 9, 2025
January 1 – January 15	January 15, 2025	January 24, 2025
January 16 – January 31	January 31, 2025	February 7, 2025
February 1 – February 15	*February 14, 2025	February 25, 2025
February 16 – February 29	February 28, 2025	March 7, 2025
March 1 – March 15	*March 14, 2025	March 25, 2025
March 16 – March 31	March 31, 2025	April 9, 2025
April 1 – April 15	April 15, 2025	April 25, 2025
April 16 – April 30	April 30, 2025	May 9, 2025
May 1 – May 15	May 15, 2025	May 23, 2025
May 16 – May 31	*May 30, 2025	June 9, 2025
June 1 – June 15	*June 13, 2025	June 25, 2025
June 16 – June 30	June 30, 2025	July 9, 2025

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