



2019-2020 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, 2019 - July 15, 2019	July 15, 2019	July 25, 2019
July 16, 2019 – July 31, 2019	July 31, 2019	August 8, 2019
August 1, 2019 – August 15, 2019	August 15, 2019	August 23, 2019
August 16, 2019 – August 31, 2019	August 30, 2019	September 9, 2019
September 1, 2019 – September 15, 2019	*September 13, 2019	September 25, 2019
September 16, 2019 – September 30, 2019	September 30, 2019	October 9, 2019
October 1, 2019 – October 15, 2019	October 15, 2019	October 25, 2019
October 16, 2019 – October 31, 2019	October 31, 2019	November 8, 2019
November 1, 2019 – November 15, 2019	November 15, 2019	November 25, 2019
November 16, 2019 – November 30, 2019	*November 22, 2019	December 9, 2019
December 1, 2019 – December 15, 2019	*December 13, 2019	December 20, 2019
December 16, 2019 – December 31, 2019	*December 20, 2019	January 9, 2020
January 1, 2020 – January 15, 2020	January 15, 2020	January 24, 2020
January 16, 2020 – January 31, 2020	January 31, 2020	February 7, 2020
February 1, 2020 – February 15, 2020	*February 13, 2020	February 25, 2020
February 16, 2020 – February 28, 2020	February 28, 2020	March 9, 2020
March 1, 2020 – March 15, 2020	*March 13, 2020	March 25, 2020
March 16, 2020 – March 31, 2020	March 31, 2020	April 9, 2020
April 1, 2020 – April 15, 2020	April 15, 2020	April 24, 2020
April 16, 2020 – April 30, 2020	April 30, 2020	May 8, 2020
May 1, 2020 – May 15, 2020	May 15, 2020	May 22, 2020
May 16, 2020 – May 31, 2020	*May 29, 2020	June 9, 2020
June 1, 2020 – June 15, 2020	June 15, 2020	June 25, 2020
June 16, 2020 – June 30, 2020	June 30, 2020	July 9, 2020

*** 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 6/25/20, 7/9/20, 7/24/20 and 8/7/20.
- Employees that work 11 months and select to receive deferred pay will receive deferred payment on 7/24/20 and 8/7/20.