



## 2022 - 2023 PAYROLL SCHEDULE

Timesheet Reporting Periods, Due Dates, and Pay Dates

PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **4:30 PM** ON THE **DUE DATE**

<b>"M" Pay Cycle</b>					
<b>Full Time Faculty - Classified/Confidential - Perm PT Classified</b>					
Reporting Period	Due Date	Pay Cycle	Pay Period	Faculty Pay Term	Pay Date
06/16/22 - 07/15/22	07/18/22	1M	July	N/A	07/29/22
07/01/22 - 07/29/22	07/18/22	1M - Faculty only	July	SUM	07/29/22
07/16/22 - 08/15/22	08/18/22	2M	Aug	N/A	08/31/22
07/30/22 - 08/25/22	08/18/22	2M - Faculty only	Aug	SUM	08/31/22
08/16/22 - 09/15/22	09/19/22	3M	Sept	N/A	09/30/22
08/26/22 - 09/15/22	09/19/22	3M - Faculty only	Sept	FAL	09/30/22
09/16/22 - 10/15/22	10/19/22	4M	Oct	FAL	10/31/22
10/16/22 - 11/10/22	11/10/22	5M	Nov	FAL	11/30/22
11/11/22 - 12/10/22	12/12/22	6M - Classified Only*	Dec	N/A	* 12/29/22
11/11/22 - 12/10/22	12/12/22	6S - Certificated Only**	Dec	FAL	** 01/03/23
12/11/22 - 01/16/23	01/19/23	7M	Jan	WIN	01/31/23
01/17/23 - 02/15/23	02/17/23	8M	Feb	WIN/SPR	02/28/23
02/16/23 - 03/15/23	03/17/23	9M	Mar	SPR	03/31/23
03/16/23 - 04/14/23	04/19/23	10M	Apr	SPR	04/28/23
04/15/23 - 05/15/23	05/18/23	11M	May	SPR	05/31/23
05/16/23 - 06/15/23	06/16/23	12M	June	N/A	06/30/23
05/16/23 - 06/30/23	06/16/23	12M - Faculty only	June	SUM	06/30/23

\*All Classified employees including Confidential and Classified Management  
 \*\*All Certificated employees including Faculty and Certificated Management

<b>"B" Pay Cycle</b>					
<b>Part Time Faculty</b>					
Reporting Period	Due Date	Pay Cycle	Pay Period	Pay Term	Pay Date
05/16/22 - 06/15/22	06/20/22	12B	July	SPR/SUM	07/05/22
06/16/22 - 07/15/22	07/20/22	1B	Aug	SUM	08/04/22
07/16/22 - 08/15/22	08/19/22	**2B	**Sept	**SUM	** 09/02/22
08/16/22 - 09/15/22	09/21/22	3B	Oct	FAL	10/05/22
09/16/22 - 10/15/22	10/20/22	4B	Nov	FAL	11/04/22
10/16/22 - 11/15/22	11/21/22	5B	Dec	FAL	12/05/22
11/16/22 - 12/15/22	12/15/22	6B	Jan	FAL	01/04/23
12/16/22 - 01/15/23	01/20/23	***7B	***Feb	***FAL/WIN	*** 02/03/23
01/16/23 - 02/15/23	02/22/23	8B	Mar	WIN/SPR	03/07/23
02/16/23 - 03/15/23	03/22/23	9B	Apr	SPR	04/04/23
03/16/23 - 04/15/23	04/20/23	10B	May	SPR	05/05/23
04/16/23 - 05/15/23	05/19/23	11B	June	SPR	06/02/22
05/16/23 - 06/15/23	06/21/23	12B	July	SPR/SUM	07/05/23

\* Note: Number of payments for each term depends on the start and end date for each section  
 \*\* ONLY for Sections ended on August 2020 / Early Start Sections  
 \*\*\* ONLY for Early Start Sections

<b>"A" Pay Cycle</b>				
<b>Student - Short Term - Professional Expert Hourly</b>				
Pay Period	Time Sheets Due to Payroll (non-students)	* Student Time Sheets Due To Local Department	Student Employment Svc. : Student Time Sheets Due to Payroll	Pay Date
06/01/22 - 06/30/22	07/01/22	* 07/01/22	07/08/22	07/20/22
07/01/22 - 07/31/22	08/01/22	* 08/01/22	08/10/22	08/19/22
08/01/22 - 08/31/22	09/01/22	* 09/01/22	09/08/22	09/20/22
09/01/22 - 09/30/22	10/03/22	* 10/03/22	10/07/22	10/20/22
10/01/22 - 10/31/22	11/01/22	* 11/01/22	11/09/22	11/18/22
11/01/22 - 11/30/22	12/01/22	* 12/01/22	12/08/22	12/20/22
12/01/22 - 12/31/22	01/03/23	* 01/03/23	01/09/23	01/20/23
01/01/23 - 01/31/23	02/01/23	* 02/01/23	02/08/23	02/17/23
02/01/23 - 02/28/23	03/01/23	* 03/01/23	03/08/23	03/20/23
03/01/23 - 03/31/23	04/03/23	* 04/03/23	04/07/23	04/20/23
04/01/23 - 04/30/23	05/01/23	* 05/01/23	05/09/23	05/19/23
05/01/23 - 05/31/23	06/01/23	* 06/01/23	06/09/23	06/20/23

\* Students must submit to Student Employment Services by this date, See Local campus calendar for more details

**NOTE FOR ALL:** EACH TIMECARD MUST BE FULLY COMPLETED. INCOMPLETE TIMECARDS MAY NOT BE PAID.

LATE TIME CARDS WILL BE PAID ON THE EMPLOYEE'S NEXT AVAILABLE PAYROLL CYCLE.

Rev. 06/08/2022