



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

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INTRADISTRICT CORRESPONDENCE

To: All Staff
From: Pat Lee, Payroll Manager *pl*
Date: 05/21/2009
Subject: Payroll Due Dates

Attached you will find the new schedule of payroll deadlines for the next six months for time sheets and time cards. It is very important to adhere to these deadlines in order to ensure proper payment to employees on the specified paydays. The Payroll Department is not obligated to pay any late time cards submitted after the specified deadlines.

All hourly time cards require a Banner ID number or a social security number.

All employment forms should be routed to the Office of Human Resources (Personnel), before the employee starts to work, and before time cards are submitted to the Payroll Department for payment. **Refer to the HR TEA schedule for TEA due dates.**

Please note: June Due Dates

Classified monthly timesheets due on June 3

Academic hourly timecards are due on June 10 (Do not project hours.)

Classified hourly timecards are due on June 17 (Do not project hours.)

As you may recall, Banner does not accrue salaries paid after the June payroll.

If you have any questions, or problems in meeting these deadlines, please do not hesitate to contact the Payroll Department. Thank you for your cooperation.

ACADEMIC HOURLY DUE DATES

Following are the deadlines for Academic hourly time cards. It is important that these deadlines be met so that the employee will be assured of receiving payment on the specified payday. Please note: **time cards are to be filled with actual hours worked** (no projected hours). Time cards must be sign by both the employee and the authorized supervisor. It is important that all employment forms are filed in the Office of Human Resources *before* the employee starts to work and *before* the time cards are submitted for payment.

TO RECEIVE PAYMENT	TIME CARDS DUE TO PAYROLL
July 30, 2009	July 09, 2009
August 31, 2009	August 10, 2009
September 30, 2009	September 10, 2009
October 30, 2009	October 09, 2009
November 25, 2009	November 10, 2009
January 04, 2010	December 10, 2009

ACADEMIC TIME CARDS MUST INCLUDE THE FOLLOWING INFORMATION

1. Name
2. Social Security Number (VERY IMPORTANT) or Banner ID
3. School and Department
4. Dates
5. Position & Suffix & Budget Number
6. Rate of Pay
7. Total Hours
8. Total Due (not required by Payroll, for your information only)
9. Board Approval Date (VERY IMPORTANT)
10. Employee's Signature
11. Supervisor's Signature

If any of the above information is missing on the time card, it could result in a delay of payment to the employee. If you have any problems meeting these deadlines, please call the Payroll Department.

CLASSIFIED PAYROLL DEADLINES

Following are the new deadlines for Classified Monthly Time sheets and Classified Hourly Employee's time cards. It is important that these deadlines be met so that the employee will be assured of receiving payment on the specified payday. Please note: **all hourly time cards are to be filled with actual hours worked** (no projected hours). It is very important that all employment forms are filed in the Office of Human Resources before the employee starts to work and *before* the time cards are submitted for payment. Time cards are to be sign by both the employee and the supervisor. **For TEAs due dates, refer to HR's schedule.**

TO RECEIVE PAYMENT	MONTHLY TIME SHEETS DUE TO PAYROLL	HOURLY TIME CARDS DUE TO PAYROLL
08/10/2009	07/07/2009	07/20/2009
09/10/2009	08/06/2009	08/20/2009
10/09/2009	09/10/2009	09/21/2009
11/10/2009	10/07/2009	10/21/2009
12/10/2009	11/06/2009	11/18/2009
01/08/2010	12/04/2009	12/15/2009

CLASSIFIED TIME CARDS MUST INCLUDE THE FOLLOWING INFORMATION

1. Name
2. Social Security Number (VERY IMPORTANT) or Banner ID
3. School and Department
4. Dates (Must agree with TEA)
5. Position & Suffix & Budget Number (Must agree with TEA)
6. Rate of Pay (Must agree with TEA)
7. Total Hours
8. Total Due (not required by Payroll, for your information only)
9. Employee's Signature
10. Supervisor's Signature
11. If employee's TEA has been qualified as a full-time student, the back portion of the time card must be completed.

If any of the above information is missing on the time card, it could result in a delay of payment to the employee. If you have any problems meeting these deadlines, please call the Payroll Department.