

North Orange County Community College District
1830 W. Romneya Drive, Anaheim, California 9280
Phone (714) 808 - 4758

INTRADISTRICT CORRESPONDENCE

To: All Staff

From: Beatrice Bates, Payroll Manager

Date: June 09, 2025

Subject: Payroll Due Dates (July 2025 – December 2025)

Attached you will find the new schedule of payroll deadlines for the months of July through December. 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 sheets submitted after the specified deadlines.**

Thank you for your cooperation.

ACADEMIC HOURLY DUE DATES

**Counselor/Librarian, NOCE and Office Hours
are reported via Employee Dashboard.**

The following are the deadlines for certificated hourly time sheets. Timesheets are to be submitted with actual hours worked.

These employees are found on the HC reporting period in Web Time Entry:

Approvals Leave Report

Timesheet All Departments 12/01/2023 - 12/31/2023 (2023 HC 12)

ACADEMIC HOURLY TIMESHEETS			
PAY DATE	EMPLOYEE DUE DATE	APPROVER DUE DATE	REPORTING PERIOD
07/31/25	07/03/2025	07/09/25	06/01/25-06/30/25
08/29/25	08/03/2025	08/07/25	07/01/25-07/31/25
09/30/25	09/03/2025	09/09/25	08/01/25-08/31/25
10/31/25	10/03/2025	10/08/25	09/01/25-09/30/25
11/26/25	11/03/2025	11/07/25	10/01/25-10/31/25
01/02/26	12/03/2025	12/05/25	11/01/25-11/30/25

**** PLEASE NOTE: Academic employees should submit their hours by midnight, on the 3rd of each month. This allows Reviewers/Approvers time to audit timesheets and meet the APPROVER deadlines above. ****

UN-CLASSIFIED HOURLY PAYROLL DEADLINES

Following are the deadlines for un-classified hourly employees including **Professional Experts, Student Workers and Temporary Employees**.

These employees are found on the HR reporting period in Web Time Entry:

Approvals Leave Report

Timesheet All Departments 11/16/2023 - 12/15/2023 (2023 HR 12)

Distribution Status Report - Timesheet

UN-CLASSIFIED HOURLY TIMESHEETS			
PAY DATE	EMPLOYEE DUE DATE	APPROVER DUE DATE	REPORTING PERIOD
08/08/25	07/16/25	07/22/25	06/16/25-07/15/25
09/10/25	08/16/25	08/21/25	07/16/25-08/15/25
10/10/25	09/16/25	09/19/25	08/16/25-09/15/25
11/10/25	10/16/25	10/21/25	09/16/25-10/15/25
12/10/25	11/16/25	11/20/25	10/16/25-11/15/25
01/09/26	12/16/25	12/18/25	11/16/25-12/15/25

**** PLEASE NOTE: Temporary hourly employees should submit their hours by midnight, on the 15th of each month. This allows Reviewers/Approvers time to audit timesheets and meet the APPROVER deadlines above. ****

MANAGERS/ADMINISTRATORS/SPA'S

Managers and Spa's will follow the same deadlines as Classified/Confidential staff. Pay dates are based on retirement system (Academic or Classified).

This group of employees will be found on the MB Leave Report reporting period in Web Time Entry:

Approvals Leave Report

Leave Report All Departments 12/01/2023 - 12/31/2023 (2023 MB 12)

CLASSIFIED MONTHLY PAYROLL DEADLINES

Following are the deadlines for permanent Classified and Confidential employee time sheets. Please note - Leaves and schedules are reported in arrears. Employees must be in full-paid status to receive the ESA.

These employees are on the TP reporting period:

Approvals

Leave Report

Timesheet

All Departments

11/01/2023 - 11/30/2023 (2023 TP 11)

CLASSIFIED MONTHLY TIMESHEETS		
PAY DATE	TIMESHEETS DUE	REPORTING PERIOD
7/25/25 <i>ESA (Earned Salary Adv. for July)</i> 8/08/25 <i>Final check for July</i>	07/09/25	06/01/25-06/30/25
8/25/25 <i>ESA (Earned Salary Adv. for August)</i> 9/10/25 <i>Final check for August</i>	08/07/25	07/01/25-07/31/25
9/25/25 <i>ESA (Earned Salary Adv. for September)</i> 10/10/25 <i>Final check for September</i>	09/09/25	08/01/25-08/31/25
10/24/25 <i>ESA (Earned Salary Adv. for October)</i> 11/10/25 <i>Final check for October</i>	10/08/25	09/01/25-09/30/25
11/25/25 <i>ESA (Earned Salary Adv. for November)</i> 12/10/25 <i>Final check for November</i>	11/07/25	10/01/25-10/31/25
12/19/25 <i>ESA (Earned Salary Adv. for December)</i> 01/09/26 <i>Final check for December</i>	12/05/25	11/01/25-11/30/25