

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  
Date: 11/7/2019  
Subject: Payroll Due Dates [January 2020 – June 2020](#)

Attached you will find the new schedule of payroll deadlines for the months of January through June. 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.

All employment forms should be routed to the Office of Human Resources before the employee starts to work and before time sheets are submitted to the Payroll Department. For hourly employees (TEA's, Students, PE's) access to HEET may be restricted if paperwork has not been processed through HR.

If you have any questions or difficulties meeting these deadlines, please contact the Payroll Department. ***Thank you for your cooperation.***

### **CLASSIFIED MONTHLY PAYROLL DEADLINES**

Following are the deadlines for [permanent classified monthly](#) time sheets.

CLASSIFIED MONTHLY TIME SHEETS		
PAY DATE	TIME SHEETS DUE	REPORTING PERIOD
<a href="#">01/24/20 ESA (Earned Salary Adv. for January)</a> <a href="#">02/07/20 Final check for January</a>	01/08/20	01/01/20-01/31/20
<a href="#">02/25/20 ESA (Earned Salary Adv. for February)</a> <a href="#">03/10/20 Final check for February</a>	02/07/20	02/01/20-02/29/20
<a href="#">03/25/20 ESA (Earned Salary Adv. for March)</a> <a href="#">04/09/20 Final check for March</a>	03/10/20	03/01/20-03/31/20
<a href="#">04/24/20 ESA (Earned Salary Adv. for April)</a> <a href="#">05/08/20 Final check for April</a>	04/08/20	04/01/20-04/30/20
<a href="#">05/22/20 ESA (Earned Salary Adv. for May)</a> <a href="#">06/10/20 Final check for May</a>	05/11/20	05/01/20-05/31/20
<a href="#">06/25/20 ESA (Earned Salary Adv. for June)</a> <a href="#">07/09/20 Final check for June</a>	06/10/20	06/01/20-06/30/20

## UN-CLASSIFIED HOURLY PAYROLL DEADLINES

Following are the deadlines for un-classified hourly employees including Professional Experts, Student Workers and Temporary Employees. It is very important that all employment forms are filed with the Office of Human Resources **before** the employee starts to work. Access to the electronic timekeeping system may be restricted.

**CLASSIFIED ELECTRONIC TIMESEETS MUST BE COMPLETED AND APPROVED VIA THE HOURLY EMPLOYEE ELECTRONIC TIMESHEET (HEET) SYSTEM**

**Please do not forecast hours.**

UN-CLASSIFIED HOURLY TIMESHEETS			
PAY DATE	EMPLOYEE DUE DATE	APPROVER DUE DATE	REPORTING PERIOD
02/07/20	01/16/20	01/22/20	12/16/19-01/15/20
03/10/20	02/16/20	02/20/20	01/16/20-02/15/20
04/09/20	03/16/20	03/24/20	02/16/20-03/15/20
05/08/20	04/16/20	04/22/20	03/16/20-04/15/20
06/10/20	05/16/20	05/21/20	04/16/20-05/15/20
07/09/20	06/16/20	06/22/20	05/16/20-06/15/20

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

## CERTIFICATED HOURLY DUE DATES

*(THESE WILL CONTINUE TO BE PROCESSED ON PAPER TIME SHEETS.)*

Following are the deadlines for certificated hourly time sheets. Please note: **time sheets are to be completed with actual hours worked - no projected hours.**

CERTIFICATED HOURLY TIME SHEETS		
PAY DATE	TIME CARDS DUE	REPORTING PERIOD
01/31/20	01/10/20	12/01/19-12/31/19
02/28/20	02/10/20	01/01/20-01/31/20
03/31/20	03/10/20	02/01/20-02/29/20
04/30/20	04/08/20	03/01/20-03/31/20
05/29/20	05/11/20	04/01/20-04/30/20
06/30/20	06/10/20	05/01/20-05/31/20