



**Peralta Community College District**  
**District Payroll Office**  
**Schedule for the Submission of Timesheets**  
**Fiscal year 2019-2020**

MONTH	CLASSIFICATION	DATES WORKED	DUE TO PAYROLL OFFICE	PAY DATES
<b>2019</b>				
<b>July</b>	Students	06/01-06/30	7/01	7/15
	Certificated/Classified	06/16-06/30	7/01	7/15
	Certificated/Classified	07/01-07/15	7/15	7/31
<b>August</b>	Students	07/01-07/31	8/1	8/15
	Certificated/Classified	07/16-08/15	8/15	8/30
<b>September</b>	Students	08/01-08/31	8/30	9/13
	Certificated/Classified	08/16-09/15	9/16	9/30
<b>October</b>	Students	09/01-09/30	10/1	10/15
	Certificated/Classified	09/16-10/15	10/15	10/31
<b>November</b>	Students	10/01-10/31	11/1	11/15
	Certificated/Classified	10/16-11/15	11/15	11/27
<b>December</b>	Students	11/01-11/30	12/2	12/13
	Certificated/Classified	11/16-12/15	12/9	12/23
<b>2020</b>				
<b>January</b>	Students	12/01-12/31	12/23	1/15
	Certificated/Classified	12/16-01/15	1/15	1/31
<b>February</b>	Students	01/01-01/31	2/3	2/13
	Certificated/Classified	01/16-02/15	2/13	2/28
<b>March</b>	Students	02/01-02/29	3/2	3/13
	Certificated/Classified	02/16-03/15	3/16	3/30
<b>April</b>	Students	03/01-03/31	4/1	4/15
	Certificated/Classified	03/16-04/15	4/15	4/30
<b>May</b>	Students	04/01-04/30	5/1	5/14
	Certificated/Classified	04/16-05/15	5/14	5/29
<b>June</b>	Students	05/01-05/31	6/1	6/15
	Certificated/Classified	05/16-06/15	6/15	6/30
<b>July</b>	Students	06/01-06/30	7/1	7/15
	Certificated/Classified	06/16-06/30	7/1	7/15

Note: You will be notified if any change is made to deadlines above.  
 Timesheets received after the deadlines will be processed on the next available payroll run.

**Please make every effort to provide approved and timely data to avoid payment delays.**