

# Mt. San Jacinto College

## Timesheet Due/Pay Date Schedules

### July 2023 - June 2024

**"M" PAYROLL** (Certificated Substitutes, Hourly Certificated, Professional Experts, Stipends and Special Projects)

Payroll Number	Time Sheet Start Date	Time Sheet End Date	FT/PT Load Sheet Final Approval	Time Sheet Due to Payroll	Pay Date
1M	7/1/2023	7/18/2023	Fall 8/18/2023	7/18/2023	7/31/2023
2M	7/19/2023	8/18/2023		8/17/2023	8/31/2023
3M	8/19/2023	9/18/2023		9/18/2023	9/29/2023
4M	9/19/2023	10/18/2023		10/18/2023	10/31/2023
5M*	10/19/2023	11/18/2023		11/14/2023	11/30/2023
CLASSIFIED 6M*	11/19/2023	12/18/2023		12/11/2023	12/28/2023
CERTIFICATED 6S*	11/19/2023	12/18/2023		12/11/2023	1/3/2024
7M*	12/19/2023	1/18/2024	Spring 1/17/2024	1/17/2024	1/31/2024
8M*	1/19/2024	2/18/2024		2/14/2024	2/29/2024
9M	2/19/2024	3/18/2024		3/18/2024	3/29/2024
10M	3/19/2024	4/18/2024		4/18/2024	4/30/2024
11M	4/19/2024	5/18/2024	Summer 6/17/2024	5/17/2024	5/31/2024
12M	5/19/2024	6/18/2024		6/18/2024	6/28/2024
12P Year-End POD	6/19/2024	6/30/2024		7/1/2024	TBA

**\* TIMESHEETS ARE DUE EARLY**

**ASSOCIATE FACULTY** - As per ED Code 87821, Time of payment, for the first month of each semester you MAY be paid on or before the 10th day of the succeeding calendar month. IF this should happen, it will be an actual warrant and NOT direct deposit.

**"A" PAYROLL** (Classified Temporary Employee's)

Payroll Number	Time Sheet Start Date	Time Sheet End Date	Time Sheet Due to Payroll	Pay Date
1A	7/1/2023	7/11/2023	7/11/2023	7/20/2023
2A	7/12/2023	8/11/2023	8/9/2023	8/18/2023
3A	8/12/2023	9/11/2023	9/11/2023	9/20/2023
4A	9/12/2023	10/11/2023	10/11/2023	10/20/2023
5A*	10/12/2023	11/11/2023	11/9/2023	11/20/2023
6A	11/12/2023	12/11/2023	12/11/2023	12/20/2023
7A*	12/12/2023	1/11/2024	1/10/2024	1/19/2024
8A	1/12/2024	2/11/2024	2/9/2024	2/20/2024
9A	2/12/2024	3/11/2024	3/11/2024	3/20/2024
10A	3/12/2024	4/11/2024	4/11/2024	4/19/2024
11A*	4/12/2024	5/11/2024	5/10/2024	5/20/2024
12A	5/12/2024	6/11/2024	6/11/2024	6/20/2024
12P Year-End POD	6/12/2024	6/30/2024	7/1/2024	TBA

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## "A" PAYROLL (STUDENT WORKER PROGRAM)

Student Timesheets May Be Due Earlier To Financial Aid

Payroll Number	Time Sheet Start Date	Time Sheet End Date	Time Sheet Due to Payroll	Pay Date
1A	7/1/2023	7/5/2023	7/11/2023	7/20/2023
2A	7/6/2023	8/5/2023	8/9/2023	8/18/2023
3A	8/6/2023	9/5/2023	9/11/2023	9/20/2023
4A	9/6/2023	10/5/2023	10/11/2023	10/20/2023
5A	10/6/2023	11/5/2023	11/9/2023	11/20/2023
6A	11/6/2023	12/5/2023	12/11/2023	12/20/2023
7A	12/6/2023	1/5/2024	1/10/2024	1/19/2024
8A	1/6/2024	2/2/2024	2/9/2024	2/20/2024
9A	2/6/2024	3/5/2024	3/11/2024	3/20/2024
10A	3/6/2024	4/5/2024	4/11/2024	4/19/2024
11A	4/6/2024	5/5/2024	5/10/2024	5/20/2024
12A	5/6/2024	6/5/2023	6/11/2024	6/20/2024
12P Year-End POD	6/6/2024	6/30/2024	7/1/2024	TBA

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If you have any questions please call payroll at

(951)801-6862