

North Orange County Community College District
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INTRADISTRICT CORRESPONDENCE

To: All Staff
From: Beatrice Bates
Date: 12/21/2023
Subject: Payroll Due Dates [January 2024 – June 2024](#)

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.**

Thank you for your cooperation.

In an effort to assist campus with the change to WTE/Employee Dashboard - the Payroll Department will be holding monthly Office Hours Via ZOOM for anyone with questions regarding Routing, Approval Queues and Account Distributions. An email will be sent in the new year with more information.

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

It is very important that all employment forms are filed with the Office of Human Resources **before** the employee starts to work and routing queues have been set up by the department in NBAJQUE. Access to the electronic timekeeping system will be restricted.

**CLASSIFIED ELECTRONIC TIMESEETS MUST BE COMPLETED AND APPROVED
VIA THE EMPLOYEE DASHBOARD (WTE)**

UN-CLASSIFIED HOURLY TIMESHEETS			
PAY DATE	EMPLOYEE DUE DATE	APPROVER DUE DATE	REPORTING PERIOD
02/09/24	01/15/24	01/19/24	12/16/23-01/15/24
03/08/24	02/15/24	02/20/24	01/16/24-02/15/24
04/10/24	03/15/24	03/20/24	02/16/24-03/15/24
05/10/24	04/15/24	04/18/24	03/16/24-04/15/24
06/10/24	05/15/24	05/20/24	04/16/24-05/15/24
07/10/24	06/15/24	06/20/24	05/16/24-06/15/24

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

ACADEMIC HOURLY DUE DATES

Following are the deadlines for certificated hourly time sheets.

These employees are found on the HC reporting period:

CERTIFICATED HOURLY TIME SHEETS		
PAY DATE	TIME CARDS DUE	REPORTING PERIOD
01/31/24	01/08/24	12/01/23-12/31/23
02/29/24	02/07/24	01/01/24-01/31/24
03/29/24	03/07/24	02/01/24-02/29/24
04/30/24	04/08/24	03/01/24-03/31/24
05/31/24	05/08/24	04/01/24-04/30/24
06/28/24	06/06/24	05/01/24-05/31/24

CLASSIFIED MONTHLY PERMANENT EMPLOYEE PAYROLL DEADLINES

Following are deadlines for Classified and Confidential employees. 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 TIME SHEETS		
PAY DATE	TIME SHEETS DUE	REPORTING PERIOD
01/25/24 <i>ESA (Earned Salary Adv. for January)</i> 02/09/24 <i>Final check for January</i>	01/08/24	12/01/23-12/31/23
02/23/24 <i>ESA (Earned Salary Adv. for February)</i> 03/08/24 <i>Final check for February</i>	02/07/24	01/01/24-01/31/24
03/25/24 <i>ESA (Earned Salary Adv. for March)</i> 04/10/24 <i>Final check for March</i>	03/07/24	02/01/24-02/29/24
04/25/24 <i>ESA (Earned Salary Adv. for April)</i> 05/10/24 <i>Final check for April</i>	04/08/24	03/01/24-03/31/24
05/24/24 <i>ESA (Earned Salary Adv. for May)</i> 06/10/24 <i>Final check for May</i>	05/08/24	04/01/24-04/30/24
06/25/24 <i>ESA (Earned Salary Adv. for June)</i> 07/10/24 <i>Final check for June</i>	06/06/24	05/01/24-05/31/24

For employees less than 100% and or less than 12-months:

*** Please be sure to notate any changes to their duty day calendars and submit to Payroll immediately. ***

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:

Approvals
Leave Report

Leave Report ▼

All Departments ▼

12/01/2023 - 12/31/2023 (2023 MB 12) ▼