

North Orange County Community College District  
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## INTRADISTRICT CORRESPONDENCE

To: All Staff

From: Beatrice Bates, Payroll Manager

Date: June 16, 2023

Subject: Payroll Due Dates [\(July 2023 – December 2023\)](#)

Attached you will find the new schedule of payroll deadlines for the months of July through December.

All employment forms should be routed to the Office of Human Resources prior to the employees start date and before timesheets are submitted to the Payroll Department. Access to WTE/HEET may be restricted if paperwork has not been processed through HR.

If you have any questions or difficulties meeting these deadlines, please do not hesitate to 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 TIMESHEETS		
PAY DATE	TIMESHEETS DUE	REPORTING PERIOD
<a href="#">7/25/23</a> <i>ESA (Earned Salary Adv. for July)</i> <a href="#">8/10/23</a> <i>Final check for July</i>	07/06/23	06/01/23-06/30/23
<a href="#">8/25/23</a> <i>ESA (Earned Salary Adv. for August)</i> <a href="#">9/08/23</a> <i>Final check for August</i>	08/07/23	07/01/23-07/31/23
<a href="#">9/25/23</a> <i>ESA (Earned Salary Adv. for September)</i> <a href="#">10/10/23</a> <i>Final check for September</i>	09/06/23	08/01/23-08/31/23
<a href="#">10/25/23</a> <i>ESA (Earned Salary Adv. for October)</i> <a href="#">11/09/23</a> <i>Final check for October</i>	10/06/23	09/01/23-09/30/23
<a href="#">11/22/23</a> <i>ESA (Earned Salary Adv. for November)</i> <a href="#">12/08/23</a> <i>Final check for November</i>	11/06/23	10/01/23-10/31/23
<a href="#">12/15/23</a> <i>ESA (Earned Salary Adv. for December)</i> <a href="#">01/10/24</a> <i>Final check for December</i>	<b>12/04/23</b>	11/01/23-11/30/23

## **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**  
**Timesheets are to be submitted with actual hours worked.**

UN-CLASSIFIED HOURLY TIMESHEETS			
PAY DATE	EMPLOYEE DUE DATE	APPROVER DUE DATE	REPORTING PERIOD
08/10/23	07/16/23	07/20/23	06/16/23-07/15/23
09/08/23	08/16/23	08/22/23	07/16/23-08/15/23
10/10/23	09/16/23	09/22/23	08/16/23-09/15/23
11/09/23	10/16/23	10/24/23	09/16/23-10/15/23
12/08/23	11/16/23	11/21/23	10/16/23-11/15/23
01/10/24	12/16/23	12/20/23	11/16/23-12/15/23

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

## **ACADEMIC HOURLY DUE DATES**

***Counselor/Librarian 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.**

ACADEMIC HOURLY TIMESHEETS			
PAY DATE	EMPLOYEE DUE DATE	APPROVER DUE DATE	REPORTING PERIOD
07/31/23	07/05/2023	07/11/23	06/01/23-06/30/23
08/31/23	08/05/2023	08/10/23	07/01/23-07/31/23
09/29/23	09/05/2023	09/11/23	08/01/23-08/31/23
10/31/23	10/05/2023	10/11/23	09/01/23-09/30/23
11/30/23	11/05/2023	11/13/23	10/01/23-10/31/23
01/03/24	12/05/2023	12/11/23	11/01/23-11/30/23

**\*\* PLEASE NOTE: Academic employees should submit their hours by midnight, on the 5<sup>th</sup> of each month. This allows Reviewers/Approvers time to audit timesheets and meet the APPROVER deadlines above. \*\***