



District Business Office
 Payroll Services . 33 Gough Street . San Francisco, CA . 94103 . 415/241-2241

To: Administrators, Department Heads, and Classified Employees

From: Payroll

Subject: 2015-2016 Pay Period Deadlines for Employees Paid Monthly

Payroll Schedule for Certificated and Administrative Employees

Certificated and Administrative employees will be paid the last banking day of each month. The pay date is subject to changes in federal banking holidays. Below is the schedule from July 2015 through June 2016.

All hours for the current month being processed will be entered by your department timekeeper and will be paid in their respective months. There is no lag time in the pay period, so please ensure that all time for the current month is entered prior to submitting your payroll.

| PAY PERIOD BEG & END DATES | OFFICE OF INSTRUCTION | | TIME ENTRY | |
|----------------------------------|---|---|--|----------|
| | DEADLINE 1ST THURSDAY | HR DEADLINE 2ND TUESDAY | DEADLINE 3RD TUESDAY | PAYDAY |
| 07/01/15 - 07/31/15 | 07/03/15 | 07/08/15 | 07/15/15 | 7/31/15 |
| 08/01/15 - 08/31/15 | 08/07/15 | 08/12/15 | 08/20/15 | 8/31/15 |
| 09/01/15 - 09/30/15 | 09/04/15 | 09/09/15 | 09/21/15 | 9/30/15 |
| 10/01/15 - 10/31/15 | 10/02/15 | 10/14/15 | 10/21/15 | 10/31/15 |
| 11/01/15 - 11/30/15 | 11/06/15 | 11/11/15 | 11/17/15 | 11/30/15 |
| 12/01/15 - 12/31/15 | 12/04/15 | 12/09/15 | 12/15/15 | 12/31/15 |
| 01/01/16 - 01/31/16 | 01/08/16 | 01/13/16 | 01/21/16 | 1/29/16 |
| 02/01/16 - 02/29/16 | 02/05/16 | 02/10/16 | 02/19/16 | 2/29/16 |
| 03/01/16 - 03/31/16 | 03/05/16 | 03/10/16 | 03/22/16 | 3/30/16 |
| 04/01/16 - 04/30/16 | 04/09/16 | 04/14/16 | 04/20/16 | 4/29/16 |
| 05/01/16 - 05/31/16 | 05/07/16 | 05/12/16 | 05/20/16 | 5/31/16 |
| 06/01/16 - 06/30/16 | 06/04/16 | 06/09/16 | 06/21/16 | 6/30/16 |