

# Mt. San Jacinto College

## Time Sheet Due/Pay date Schedules

### July 2022 - June 2023

#### "M" PAYROLL (Certificated Substitutes, Hourly Certificated, Professional Experts, Stipends and

Payroll Number	Time Sheet Start Date	Time Sheet End Date	F/T/PT Load		Pay Date
			Sheet Final Approval	Time Sheet Due to Payroll	
1M	7/1/2022	7/18/2022	Fall 8/18/2022	7/18/2022	07/29/2022
2M	7/19/2022	8/18/2022		8/18/2022	08/31/2022
3M	8/19/2022	9/18/2022		9/16/2022	09/30/2022
4M	9/19/2022	10/18/2022		10/18/2022	10/31/2022
5M*	10/19/2022	11/10/2022		11/14/2022	11/30/2022
CLASSIFIED 6M*	*11/11/2022 11/18/2022	11/19/2022 12/12/2022		12/12/2022	12/29/2022
CERTIFICATED 6S*	*11/11/2022 11/18/2022	11/19/2022 12/12/2022		12/12/2022	1/3/2023
7M	*12/13/2022 12/19/2022	12/18/2022 1/18/2023	Spring 2/14/2023	1/18/2023	01/31/2023
8M	1/19/2023	2/13/2023		2/13/2023	02/28/2023
9M	*2/14/2023- 2/18/2023	2/19/2023 3/18/2023		3/17/2023	03/31/2023
10M	3/19/2023	4/16/2023		4/18/2023	04/28/2023
11M	4/19/2023	5/18/2023	Summer 6/17/2023	5/18/2023	05/31/2023
12M	5/19/2023	6/18/2023		6/15/2023	06/30/2023
12P Year-End POD	6/19/2023	6/30/2023		7/3/2023	TBA

\* TIMESHEETS ARE DUE & CUT-OFF EARLY-Two (2) Separate Timesheets Required

**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	7/1/2022	7/11/2022	7/11/2022	07/20/2022
2A	7/12/2022	8/11/2022	8/11/2022	08/19/2022
3A	8/12/2022	9/11/2022	9/9/2022	09/20/2022
4A	9/12/2022	10/11/2022	10/11/2022	10/20/2022
5A	10/12/2022	11/11/2022	11/10/2022	11/18/2022
6A	11/12/2022	12/11/2022	12/9/2022	12/20/2022
7A	12/12/2022	1/11/2023	1/11/2023	01/20/2023
8A	1/12/2023	2/11/2023	2/10/2023	02/17/2023
9A	2/12/2023	3/11/2023	3/10/2023	03/20/2023
10A	3/12/2023	4/11/2023	4/11/2023	04/20/2023
11A	4/12/2023	5/11/2023	5/11/2023	05/19/2023
12A	5/12/2023	6/11/2023	6/8/2023	06/20/2023
12P Year-End POD	6/19/2023	6/30/2023	7/3/2023	TBA

#### "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	7/1/2022	7/5/2022	7/11/2022	07/20/2022
2A	7/6/2022	8/5/2022	8/11/2022	08/19/2022
3A	8/6/2022	9/5/2022	9/9/2022	09/20/2022
4A	9/6/2022	10/5/2022	10/11/2022	10/20/2022
5A	10/6/2022	11/5/2022	11/10/2022	11/18/2022
6A	11/6/2022	12/5/2022	12/9/2022	12/20/2022
7A	12/6/2022	1/5/2023	1/11/2023	01/20/2023
8A	1/6/2023	2/2/2023	2/10/2023	02/17/2023
9A	2/6/2023	3/5/2023	3/10/2023	03/20/2023
10A	3/6/2023	4/5/2023	4/11/2023	04/20/2023
11A	4/6/2023	5/5/2023	5/11/2023	05/19/2023
12A	5/6/2023	6/5/2023	6/8/2023	06/20/2023
12P Year-End POD	6/6/2023	6/30/2023	7/3/2023	TBA

If you have any questions please call payroll at

(951)801-6862

# Mt. San Jacinto College Time Sheet Due/Pay date Schedule **July 2022 - June 2023**

## "M" PAYROLL (Certificated Substitutes, Hourly)

Payroll Number	Pay Date
1M	07/29/2022
2M	08/31/2022
3M	09/30/2022
4M	10/31/2022
5M*	11/30/2022
<b>CLASSIFIED 6M*</b>	12/29/2022
<b>CERTIFICATED 6S*</b>	1/3/2023
7M	01/31/2023
<b>8M</b>	02/28/2023
9M	03/31/2023
10M	04/28/2023
11M	05/31/2023
12M	06/30/2023
12P Year-End POD	TBA

ARE DUE & CUT-OFF EARLY-Two (2) Separate Times

**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**

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

### "A" PAYROLL (STUDENT WORKER PROGRAM)

Payroll Number	Pay Date
1A	07/20/2022
2A	08/19/2022
3A	09/20/2022
4A	10/20/2022
5A	11/18/2022
6A	12/20/2022
7A	01/20/2023
8A	02/17/2023
9A	03/20/2023
10A	04/20/2023
11A	05/19/2023
12A	06/20/2023
12P Year-End POD	TBA

If you have any questions please call payroll at  
(951)801-6862