

Mt. San Jacinto Community College
Data Entry Cutoff Schedules
July 2020 - June 2021

"M" PAYROLL CERTIFICATED HOURLY/FT&PT SUB'S/PROFESSIONAL EXPERTS/STIPENDS

Payroll Number	Timesheet Start Date	Timesheet End Date	All Payroll Timesheets Due to Payroll	HR Maintenance Cutoff Date End of Business	HR Begin Maintenance Entry Date	Pay Day	Work Days
1M	7/1/2020	7/18/2020	7/17/2020	7/17/2020	7/29/2020	7/31/2020	23
2M	7/19/2020	8/18/2020	8/18/2020	8/18/2020	8/27/2020	8/31/2020	21
3M	8/19/2020	9/18/2020	9/18/2020	9/18/2020	9/28/2020	9/30/2020	22
4M	9/19/2020	10/16/2020	10/16/2020	10/16/2020	10/28/2020	10/30/2020	22
5M*	10/19/2020	11/12/2020	11/12/2020	11/12/2020	11/24/2020	11/30/2020	21
Classified 6M*	11/13/2020	11/18/2020					
Certificated 6S*	12/1/2020	12/31/2020	12/11/2020	12/11/2020	12/21/2020	12/29/2020	23
	11/13/2020	11/18/2020					
	12/1/2020	12/31/2020	12/11/2020	12/11/2020	12/21/2020	1/4/2021	23
7M	12/12/2020 1/1/2021	12/18/2020 1/31/2021	1/18/2021	1/15/2021	1/27/2021	1/29/2021	21
8M*	1/19/2021	2/11/2021	2/11/2021	2/11/2021	2/24/2021	2/26/2021	20
9M	2/12/2021 2/19/2021	2/18/2021 3/18/2021	3/18/2021	3/18/2021	3/29/2021	3/31/2021	23
10M	3/19/2021	4/16/2021	4/16/2021	4/16/2021	4/28/2021	4/30/2021	22
11M	4/19/2021	5/18/2021	5/18/2021	5/18/2021	5/26/2021	5/28/2021	21
12M	5/19/2021	6/18/2021	6/18/2021	6/18/2021	6/28/2021	6/30/2021	22
12P Year-End POD	6/19/2021	6/30/2021			7/2/2021		

*Early Cutoff Date(s)

Mt. San Jacinto Community College
Data Entry Cutoff Schedules
July 2020 - June 2021

"A" PAYROLL TEMPORARY & COACHES

Payroll Number	Timesheet Start Date	Timesheet End Date	All Payroll Timesheets Due to Payroll	HR Maintenance Cutoff Date End of Business	HR Begin Maintenance Entry Date	Pay Date
1A	7/1/2020	7/11/2020	7/10/2020	7/10/2020	7/16/2020	7/20/2020
2A	7/12/2020	8/11/2020	8/11/2020	8/11/2020	8/18/2020	8/20/2020
3A	8/12/2020	9/11/2020	9/11/2020	9/11/2020	9/16/2020	9/18/2020
4A	9/12/2020	10/11/2020	10/9/2020	10/9/2020	10/16/2020	10/20/2020
5A	10/12/2020	11/11/2020	11/11/2020	11/11/2020	11/18/2020	11/20/2020
6A	11/12/2020	12/11/2020	12/11/2020	12/11/2020	12/16/2020	12/18/2020
7A	12/12/2020	1/11/2021	1/11/2021	1/11/2021	1/15/2021	1/20/2021
8A	1/12/2021	2/11/2021	2/11/2021	2/11/2021	2/17/2021	2/19/2021
9A	2/12/2021	3/11/2021	3/11/2021	3/11/2021	3/17/2021	3/19/2021
10A	3/12/2021	4/11/2021	4/9/2021	4/9/2021	4/16/2021	4/20/2021
11A	4/12/2021	5/11/2021	5/11/2021	5/11/2021	5/18/2021	5/20/2021
12A	5/12/2021	6/11/2021	6/11/2021	6/11/2021	6/16/2021	6/18/2021
12P Year-End POD	6/12/2021	6/30/2021		7/2/2021		

"A" PAYROLL STUDENTS

Payroll Number	Time Sheet Start Date	Time Sheet End Date	Time Sheet Due to Payroll	Pay Date
1A	7/1/2020	7/5/2020	7/6/2020	7/20/2020
2A	7/6/20120	8/5/2020	8/6/2020	8/20/2020
3A	8/6/2020	9/5/2020	9/8/2020	9/18/2020
4A	9/6/2020	10/5/2020	10/6/2020	10/20/2020
5A	10/6/2020	11/5/2020	11/6/2020	11/20/2020
6A	11/6/2020	12/5/2020	12/7/2020	12/18/2020
7A	12/6/2020	1/5/2021	1/6/2021	1/20/2021
8A	1/6/2021	2/5/2021	2/8/2021	2/19/2021
9A	2/6/2021	3/5/2021	3/8/2021	3/19/2021
10A	3/6/2021	4/5/2021	4/6/2021	4/20/2021
11A	4/6/2021	5/5/2021	5/6/2021	5/20/2021
12A	5/6/2021	6/5/2021	6/7/2021	6/18/2021
12P Year-End POD	6/6/2021	6/30/2021	44379	TBA