

## INTRADISTRICT CORRESPONDENCE

To: All Staff

From: Roy Castillo, Director, Payroll Services

Date: 1/13/2025

Subject: Payroll Due Dates [\(January – June 2025\)](#)

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. Payroll Services is not obligated to pay any late time sheets submitted after the specified deadlines.

All employment forms should be routed to the Office of Human Resources before the employee starts to work and before time sheets are submitted to Payroll Services.

If you have any questions or difficulties in meeting these deadlines, please do not hesitate to contact Payroll Services.

Thank you for your cooperation.

### **CLASSIFIED MONTHLY PAYROLL DEADLINES**

Following are the deadlines for classified monthly time sheets and Datatel online leave request. **It is the responsibility of both the employee and supervisor to report any changes to projected hours reported that did not occur.** Please note: **overtime (OT) hours must include a budget code.**

| CLASSIFIED MONTHLY TIME SHEETS  |   |                     |
|---|---|---------------------|
| PAY DATE  | TIME SHEETS/ONLINE<br>LEAVE REQUEST DUE | REPORTING<br>PERIOD |
| 01/24/25 <i>ESA (Earned Salary Adv. for January)</i><br>02/10/25 <i>Final check for January</i>   | 01/29/25                                | 01/01/25-01/31/25   |
| 02/25/25 <i>ESA (Earned Salary Adv. for February)</i><br>03/10/25 <i>Final check for February</i> | 02/26/25                                | 02/01/25-02/28/25   |
| 03/25/25 <i>ESA (Earned Salary Adv. for March)</i><br>04/10/25 <i>Final check for March</i>       | 03/31/25                                | 03/01/25-03/31/25   |
| 04/25/25 <i>ESA (Earned Salary Adv. For April)</i><br>05/09/25 <i>Final check for April</i>       | 04/29/25                                | 04/01/25-04/30/25   |
| 05/23/25 <i>ESA (Earned Salary Adv. for May)</i><br>06/10/25 <i>Final check for May</i>           | 05/29/25                                | 05/01/25-05/31/25   |
| 06/25/25 <i>ESA (Earned Salary Adv. for June)</i><br>07/10/25 <i>Final check for June</i>         | 06/27/25                                | 06/01/25-06/30/25   |

\*\*Pay Dates may change based upon the Los Angeles County of Education office closures.

## **SHORT TERM HOURLY & COLLEGE ASST. PAYROLL DEADLINES**

Following are the deadlines for Short Term Hourly and College Assistants. **All hourly time sheets are to be completed with actual hours worked. Projected hours are discouraged with the exception of December reporting period.** Please note: projected hours are at the discretion of the supervisor in instances where there is a day or two past the due date remaining in the reporting period that an employee will work. **It is the responsibility of both the employee and supervisor to report any changes to projected hours reported that did not occur.** If projected hours are not submitted, a second time sheet for the month must be submitted for the additional days/hours worked but not previously reported.

| SHORT TERM HOURLY & COLLEGE ASSISTANT TIME SHEETS |                 |                   |
|---|-----------------|-------------------|
| PAY DATE  | TIME SHEETS DUE | REPORTING PERIOD  |
| 02/10/25  | 01/29/25        | 01/01/25-01/31/25 |
| 03/10/25  | 02/26/25        | 02/01/25-02/28/25 |
| 04/10/25  | 03/31/25        | 03/01/25-03/31/25 |
| 05/09/25  | 04/29/25        | 04/01/25-04/30/25 |
| 06/10/25  | 05/29/25        | 05/01/25-05/31/25 |
| 07/10/25  | 06/27/25        | 06/01/25-06/30/25 |

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**Short Term Hourly** – Maria Calderon [Maria.Calderon@canyons.edu](mailto:Maria.Calderon@canyons.edu)  
**College Assistant** – Jerica Cross [Jerica.Cross@canyons.edu](mailto:Jerica.Cross@canyons.edu)

### **ALL HOURLY TIME SHEETS MUST INCLUDE THE FOLLOWING INFORMATION**

1. Name
2. Department
3. Dates (start and end dates including Holidays)
4. Total hours worked
5. Overtime and sick time (if present, will need supervisor's initials)
6. Pay rate
7. Total Due - not required by Payroll, for your information only.
8. Employee's Signature
9. Supervisor's Signature
10. Budget Account Number

If any of the above information is missing on the time sheet, it could result in a delay of payment to the employee.

## **VACATION CASH OUT DEADLINES**

Following is the deadline for Confidential, Educational Administrators, Classified Administrators, and Classified vacation cash out request.

| <b>VACATION CASH OUT</b> |  |
|--------------------------|--|
| <b>Academic</b>          | Vacation Cash Out request received by the 20 <sup>th</sup> of the current month shall be <b>paid on the regular pay cycle</b> (1 <sup>st</sup> of the following month in which the request was received).  |
| <b>Classified</b>        | <p>Vacation Cash Out request received by the 20<sup>th</sup> of the current month shall <b>be paid on the regular pay cycle</b> (10<sup>th</sup> of the following month in which the request was received).</p> <p>CSEA Members: Effective July 1, 2018, unused vacation...may be exchanged for cash compensation <b>no more than four times per fiscal year</b> (CSEA Article 22, Section E).</p> |

## **SUPPLEMENTARY SERVICES DEADLINES**

Following are the deadlines for all COC staff. Hours to be worked after the due date should be projected and included on the form. Changes in projections should be made by submitting a second Supplementary Services Payment Services Form via OnBase containing the additional hours/date(s) worked for the month<sup>1</sup>. Revised time sheets are due in Payroll Services by the second working day of the month following the month the services were performed and must include all required signatures. Corrections will be made on the next pay cycle.

| <b>SUPPLEMENTARY SERVICES TIME SHEETS</b> |                        |                         |
|---|------------------------|-------------------------|
| <b>PAY DATE</b>                           | <b>TIME SHEETS DUE</b> | <b>REPORTING PERIOD</b> |
| 02/05/25                                  | <b>01/22/25</b>        | 01/01/25-01/31/25       |
| 03/05/25                                  | <b>02/19/25</b>        | 02/01/25-02/28/25       |
| 04/04/25                                  | <b>03/21/25</b>        | 03/01/25-03/31/25       |
| 05/05/25                                  | <b>04/21/25</b>        | 04/01/25-04/30/25       |
| 06/05/25                                  | <b>05/21/25</b>        | 05/01/25-05/31/25       |
| 07/03/25                                  | <b>06/18/25</b>        | 06/01/25-06/30/25       |

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**Supplementary Services** - Ashley Bassett [Ashley.Bassett@canyons.edu](mailto:Ashley.Bassett@canyons.edu)

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<sup>1</sup> Please email Ashley when submitting any type of correction or addition to explain the details of the submission.