

Northern California Conference of SDA 2022 Payroll Schedule for Hourly Employees

<u>Payroll Period</u> Report all hours worked for these dates.	<u>Work Days</u> in pay period, weekends and holidays excluded.	<u>Time Sheet Due Dates</u> Online timekeeping to be approved and timesheets to be emailed by the close of the business day.		<u>Pay Dates</u> Direct deposits go into your bank account on this date. Checks will be mailed the day before.	
*DECEMBER 16-31	10	JANUARY 3	Mon	JANUARY 10	Mon
*JANUARY 1-15	9	JANUARY 17	Mon	JANUARY 26	Wed
JANUARY 16-31	10	FEBRUARY 1	Tue	FEBRUARY 10	Thu
FEBRUARY 1-15	11	FEBRUARY 16	Wed	FEBRUARY 25	Fri
FEBRUARY 16-28	8	MARCH 1	Tue	MARCH 10	Thu
MARCH 1-15	11	MARCH 16	Wed	MARCH 25	Fri
*MARCH 16-31	12	APRIL 1	Fri	APRIL 8	Fri
*APRIL 1-15	11	APRIL 18	Mon	APRIL 26	Tue
*APRIL 16-30	10	MAY 2	Mon	MAY 10	Tue
MAY 1-15	10	MAY 16	Mon	MAY 26	Thu
MAY 16-31	11	JUNE 1	Wed	JUNE 10	Fri
JUNE 1-15	11	JUNE 16	Thu	JUNE 24	Fri
*JUNE 16-30	11	JULY 1	Fri	JULY 8	Fri
*JULY 1-15	10	JULY 18	Mon	JULY 26	Tue
*JULY 16-31	10	AUGUST 1	Mon	AUGUST 10	Wed
AUGUST 1-15	11	AUGUST 16	Tue	AUGUST 26	Fri
*AUGUST 16-31	12	SEPTEMBER 1	Thu	SEPTEMBER 9	Fri
*SEPTEMBER 1-15	10	SEPTEMBER 16	Fri	SEPTEMBER 26	Mon
*SEPTEMBER 16-30	11	OCTOBER 3	Mon	OCTOBER 10	Mon
*OCTOBER 1-15	10	OCTOBER 17	Mon	OCTOBER 26	Wed
OCTOBER 16-31	11	NOVEMBER 1	Tue	NOVEMBER 10	Thu
NOVEMBER 1-15	11	NOVEMBER 16	Wed	NOVEMBER 25	Fri
NOVEMBER 16-30	10	DECEMBER 1	Thu	DECEMBER 9	Fri
*DECEMBER 1-15	11	DECEMBER 16	Fri	DECEMBER 23	Fri

*** Due to time constraints, if you can send in time sheets earlier, during these payrolls, it would be greatly appreciated.**

We will always try to include all timesheets submitted; however, we cannot guarantee that late timesheets will be processed in time, and anything received too late to process will be added to the next payroll. If your hours are submitted late, you may request an advance.

All new employees/changes must be cleared through Human Resources BEFORE Payroll processing!

2022 NCC Office Holidays

New Years Day - Jan 1 (office day off Dec 30, 2021)	Independence Day - July 4
Martin Luther King, Jr. Day - Jan. 17	Labor Day - Sept. 5
Presidents' Day - Feb. 21	Thanksgiving - Nov. 24
Memorial Day - May 30	Christmas - Dec. 25 (office day off Dec 26)

**Holiday of Jan 1, 2023, office day off will be Jan 2, 2023*

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