

Northern California Conference of SDA 2023 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	Tue	JANUARY 10	Tue
JANUARY 1-15	9	JANUARY 17	Tue	JANUARY 26	Thu
JANUARY 16-31	11	FEBRUARY 1	Wed	FEBRUARY 10	Fri
*FEBRUARY 1-15	11	FEBRUARY 16	Thu	FEBRUARY 24	Fri
FEBRUARY 16-28	8	MARCH 1	Wed	MARCH 10	Fri
*MARCH 1-15	11	MARCH 16	Thu	MARCH 24	Fri
*MARCH 16-31	12	APRIL 3	Mon	APRIL 10	Mon
APRIL 1-15	10	APRIL 17	Mon	APRIL 26	Wed
APRIL 16-30	10	MAY 16	Mon	MAY 10	Wed
MAY 1-15	11	MAY 16	Tue	MAY 26	Fri
MAY 16-31	11	JUNE 1	Thu	JUNE 9	Fri
JUNE 1-15	11	JUNE 16	Fri	JUNE 26	Mon
*JUNE 16-30	11	JULY 3	Mon	JULY 10	Mon
JULY 1-15	9	JULY 17	Mon	JULY 26	Wed
JULY 16-31	11	AUGUST 1	Tue	AUGUST 10	Thu
AUGUST 1-15	11	AUGUST 16	Wed	AUGUST 25	Fri
*AUGUST 16-31	12	SEPTEMBER 1	Fri	SEPTEMBER 8	Fri
*SEPTEMBER 1-15	10	SEPTEMBER 18	Mon	SEPTEMBER 26	Tue
*SEPTEMBER 16-30	10	OCTOBER 2	Mon	OCTOBER 10	Tue
OCTOBER 1-15	10	OCTOBER 16	Mon	OCTOBER 26	Thu
OCTOBER 16-31	12	NOVEMBER 1	Wed	NOVEMBER 10	Fri
*NOVEMBER 1-15	11	NOVEMBER 16	Thu	NOVEMBER 24	Fri
*NOVEMBER 16-30	10	DECEMBER 1	Fri	DECEMBER 8	Fri
*DECEMBER 1-15	11	DECEMBER 18	Mon	DECEMBER 26	Tue

** Due to time constraints, if you can send in time sheets and approve online hours 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!

2023 NCC Office Holidays

New Years Day - Jan. 1 (office day off Jan. 2)
 Martin Luther King, Jr. Day - Jan. 16
 Presidents' Day - Feb. 20
 Memorial Day - May 29

Independence Day - July 4
 Labor Day - Sept. 4
 Thanksgiving - Nov. 23
 Christmas - Dec. 25

**Holiday of New Years Day 2024, office will be closed on Monday, Jan. 1, 2024.*

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