

Northern California Conference of SDA 2024 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 12pm.		<u>Pay Dates</u> Direct deposits go into your bank account on this date. Checks will be mailed the day before.	
*Dec 16-31	10	Jan 02	Tue	Jan 05	Fri
*Jan 01-13	10	Jan 14	Sun	Jan 19	Fri
Jan 14-27	10	Jan 29	Mon	Feb 02	Fri
Jan 28 - Feb 10	10	Feb 12	Mon	Feb 16	Fri
Feb 11-24	10	Feb 26	Mon	Mar 01	Fri
Feb 25 - Mar 09	10	Mar 11	Mon	Mar 15	Fri
Mar 10-23	10	Mar 25	Mon	Mar 29	Fri
Mar 24 - Apr 06	10	Apr 08	Mon	Apr 12	Fri
Apr 07-20	10	Apr 22	Mon	Apr 26	Fri
Apr 21 - May 04	10	May 06	Mon	May 10	Fri
May 05-18	10	May 20	Mon	May 24	Fri
May 19 - Jun 01	10	Jun 03	Mon	Jun 07	Fri
Jun 02-15	10	Jun 17	Mon	Jun 21	Fri
Jun 16-29	10	Jul 01	Mon	Jul 05	Fri
Jun 30 - Jul 13	10	Jul 15	Mon	Jul 19	Fri
Jul 14-27	10	Jul 29	Mon	Aug 02	Fri
Jul 28 - Aug 10	10	Aug 12	Mon	Aug 16	Fri
Aug 11-24	10	Aug 26	Mon	Aug 30	Fri
Aug 25 - Sep 07	10	Sep 09	Mon	Sep 13	Fri
Sep 08-21	10	Sep 23	Mon	Sep 27	Fri
Sep 22 - Oct 05	10	Oct 07	Mon	Oct 11	Fri
Oct 06-19	10	Oct 21	Mon	Oct 25	Fri
Oct 20 - Nov 02	10	Nov 04	Mon	Nov 08	Fri
Nov 03-16	10	Nov 18	Mon	Nov 22	Fri
Nov 17-30	10	Dec 02	Mon	Dec 06	Fri
Dec 1-14	10	Dec 16	Mon	Dec 20	Fri

** Due to time constraints, timesheets are due Sunday by 5:00 P.M., your cooperation is 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!

2024 NCC Office Holidays

New Years Day - Jan 1
 Martin Luther King, Jr. Day - Jan. 15
 Presidents' Day - Feb. 19
 Memorial Day - May 27
 Your Birthday Holiday

Independence Day - July 4
 Labor Day - Sept. 2
 Thanksgiving - Nov. 28
 Christmas - Dec. 25

**Holiday of New Years Day 2025, office will be closed on Wednesday, Jan. 1, 2025.*

Payroll Department
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Human Resources
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