

# NORTHERN CALIFORNIA CONFERENCE OF SDA

## 2025 Payroll Schedule

Period Number	Payroll Period Report all hours worked for these dates.	Approval Due Dates Online timekeeping to be approved and any paper time sheets emailed by 9:00 a.m.	Pay Dates Direct deposits go into your bank account on this date. Checks will be mailed prior to that.
1	December 15-28*	Monday, December 30	Friday, January 3
2	December 29-January 11	Monday, January 13	Friday, January 17
3	January 12-25	Monday, January 27	Friday, January 31
4	January 26-February 8	Monday, February 10	Friday, February 14
5	February 9-22	Monday, February 24	Friday, February 28
6	February 23-March 8	Monday, March 10	Friday, March 14
7	March 9-22	Monday, March 24	Friday, March 28
8	March 23-April 5	Monday, April 7	Friday, April 11
9	April 6-19	Monday, April 21	Friday, April 25
10	April 20-May 3	Monday, May 5	Friday, May 9
11	May 4-17	Monday, May 19	Friday, May 23
12	May 18-May 31	Monday, June 2	Friday, June 6
13	June 1-14	Monday, June 16	Friday, June 20
14	June 15-28	Monday, June 30	Thursday, July 3
15	June 29-July 12	Monday, July 14	Friday, July 18
16	July 13-26	Monday, July 28	Friday, August 1
17	July 27-August 9	Monday, August 11	Friday, August 15
18	August 10-23	Monday, August 25	Friday, August 29
19	August 24-September 6	Monday, September 8	Friday, September 12
20	September 7-20	Monday, September 22	Friday, September 26
21	September 21-October 4	Monday, October 6	Friday, October 10
22	October 5-18	Monday, October 20	Friday, October 24
23	October 19-November 1	Monday, November 3	Friday, November 7
24	November 2-15	Monday, November 17	Friday, November 21
25	November 16-29	Monday, December 1	Friday, December 5
26	November 30-December 13	Monday, December 15	Friday, December 19

*\*Short payroll processing time due to a holiday*

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!**

### 2025 NCC Office Holidays

New Years Day January 1 | Martin Luther King, Jr. Day January 20 | Presidents' Day - February 17  
 Memorial Day May 26 | *Your Birthday Holiday* | Juneteenth June 19 | Independence Day - Jul. 3  
 Labor Day September 1 | Thanksgiving November 27 | Christmas - December 25

#### Payroll Department

Payroll Phone: (916) 886-5624  
 Payroll E-Mail: payroll@nccsda.com

#### Human Resources

Human Resources Phone: (916) 886-5663  
 Human Resources E-Mail: hr@nccsda.com

