

# Northern California Conference of SDA 2020 Payroll Schedule for Hourly Employees

<u>Payroll Period</u> Report all hours worked	<u>Days</u> in Pay Period	<u>Time Sheet Turn-in Dates</u> Payroll to be faxed or e-mailed by the close of the business day	<u>Pay Dates</u> The day direct deposits go into your bank account. Checks will be mailed the day before.
*DECEMBER 16-31	11	JANUARY 16 THU	JANUARY 10 FRI
JANUARY 1-15	10	JANUARY 16 THU	JANUARY 24 FRI
*JANUARY 16-31	11	FEBRUARY 3 MON	FEBRUARY 10 MON
FEBRUARY 1-15	10	FEBRUARY 17 MON	FEBRUARY 26 WED
FEBRUARY 16-29	9	MARCH 2 MON	MARCH 10 TUE
MARCH 1-15	10	MARCH 16 MON	MARCH 26 THU
MARCH 16-31	12	APRIL 1 WED	APRIL 10 FRI
APRIL 1-15	11	APRIL 16 THU	APRIL 24 FRI
*APRIL 16-30	11	MAY 1 FRI	MAY 8 FRI
*MAY 1-15	11	MAY 18 MON	MAY 26 TUE
MAY 16-31	9	JUNE 1 MON	JUNE 10 WED
JUNE 1-15	11	JUNE 16 TUE	JUNE 26 FRI
*JUNE 16-30	11	JULY 1 WED	JULY 10 FRI
JULY 1-15	10	JULY 16 THU	JULY 24 FRI
*JULY 16-31	12	AUGUST 3 MON	AUGUST 10 MON
AUGUST 1-15	10	AUGUST 17 MON	AUGUST 26 WED
*AUGUST 16-31	11	SEPTEMBER 1 TUE	SEPTEMBER 10 THU
SEPTEMBER 1-15	10	SEPTEMBER 16 WED	SEPTEMBER 25 FRI
*SEPTEMBER 16-30	11	OCTOBER 1 THU	OCTOBER 9 FRI
*OCTOBER 1-15	11	OCTOBER 16 FRI	OCTOBER 26 MON
*OCTOBER 16-31	11	NOVEMBER 2 MON	NOVEMBER 10 TUE
NOVEMBER 1-15	10	NOVEMBER 16 MON	NOVEMBER 25 WED
NOVEMBER 16-30	10	DECEMBER 1 TUE	DECEMBER 10 THU
*DECEMBER 1-15	11	DECEMBER 16 WED	DECEMBER 24 THU

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

**Late timesheets will be processed on the following payroll.**

**New employees must be cleared with Human Resources  
BEFORE they start working!**

All new employee paperwork should be sent to the Human Resources Department.

### 2020 NCC Office Holidays

New Years Day - Jan 1	Independence Day - July 4 (office day off Jul 6)
Martin Luther King, Jr. Day - Jan. 20	Labor Day - Sept. 7
Presidents' Day - Feb. 17	Thanksgiving - Nov. 26
Memorial Day - May 25	Christmas - Dec. 25 (office day off Dec 28)
<i>*Holiday of Jan 1, 2021, office day off will be Dec 31, 2020</i>	

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