

Hourly Pay Period and Pay Day Change

To: Hourly Supervisors and Managers
From: Kim Frost, Payroll Services Supervisor
Date: 5/19/16
Re: Upcoming changes for hourly employees

The San Diego County Office of Education will no longer process separate payrolls for the end of the month and the 5th of the month. This change will affect Hourly employees who normally get paid on the 5th of each month. Their pay day will now move to the end of the month. This change will take effect June 2016, which will cause hourly employees to receive a payroll check on June 3rd and June 30th, if they worked during the respective pay periods.

Due to this change, the Hourly payroll period will be adjusted in order to process the timesheets for payment at the end of the month. The attached timesheets have been updated with the new period end date and due date to Payroll. This due date needs to be adhered to in order to ensure timely payment to employees. If timesheets are submitted late, there will be no guarantee that the employee will be paid on time.

The hourly payroll period will now start on the 11th of each month and end of the 10th of each month. The first timesheet period will be slightly different because of this change. (See below schedule)

May/June Pay Period

- 5/15/16 – 6/10/16 – **Paid June 30, 2016**

June/July Pay Period (fiscal year cutover)

- 6/11/16 – 6/30/16 } **Paid July 29, 2016**
- 7/1/16 – 7/10/16 }

July/August

- 7/11/16 – 8/10/16 – **Paid August 31, 2016**

Late new hire forms/hire form revisions submitted to Human Resources could cause an employee to be paid on the next payroll cycle. All new hire forms should be submitted prior to an employee beginning work. All hire form revisions need to be submitted by the 10th of each month.

**Please let your staff know about these changes
and
Post this notification in an area where Hourly employees can view**