Peralta Community College District

District Payroll Office
Schedule for the Submission of Time Entry
Fiscal year 2022-2023

MONTH	CLASSIFICATION	DATES WORKED	DUE DATES REFER TO: TIME ENTRY IN EMPLOYEE SELF-SERVICE (ESS) & TIME APPROVAL IN MANAGER SELF-SERVICE (MSS) PT FACULTY STIPENDS = MSS ENTRY BY MGRS	PAY DATES
2022				
July	Students	06/01-06/30	07/05	07/14
	Classified Hourly Part-time	**06/16-06/30 FY22**	07/05	07/14
	Classified Hourly Part-time	**07/01-07/15 FY23**	07/18	07/28
	Certificated Hourly Part-time	06/16-06/30 & 07/01-7/15	07/18	07/28
	Classifed Overtime - FY Split	**overtime 06/01-06/30 FY22**	07/05	07/14
	Certificated/Classified Full-time	06/01-06/30	07/07	07/28
August	Students	07/01-07/31	08/02	08/15
	Classified Hourly Part-time	07/16-08/15	08/16	08/31
	Certificated Hourly Part-time	07/16-08/15	08/16	08/31
	Certificated/Classified Full-time	07/01-07/31	08/08	08/31
September	Students	08/01-08/31	09/02	09/15
	Classified Hourly Part-time	08/16-09/15	09/16	09/30
	Certificated Hourly Part-time	08/16-09/15	09/16	09/30
	Certificated/Classified Full-time	08/01-08/31	09/07	09/30
October	Students	09/01-09/30	10/04	10/14
	Classified Hourly Part-time	09/16-10/15	10/17	10/31
	Certificated Hourly Part-time	09/16-10/15	10/17	10/31
	Certificated/Classified Full-time	09/01-09/30	10/07	10/31
November	Students	10/01-10/31	11/02	11/15
	Classified Hourly Part-time	10/16-11/15	11/16	11/30
	Certificated Hourly Part-time	10/16-11/15	11/16	11/30
	Certificated/Classified Full-time	10/01-10/31	11/07	11/30
December	Students	11/01-11/30	12/02	12/15
	Classified Hourly Part-time	11/16-12/15	12/09	12/22
	Certificated Hourly Part-time	11/16-12/15	12/09	12/22
	Certificated/Classified Full-time	11/01-11/30	12/07	12/22
2023				
January	Students	12/01-12/31	12/22	01/13
	Classified Hourly Part-time	12/16-01/15	01/17	01/31
	Certificated Hourly Part-time	12/16-01/15	01/17	01/31
	Certificated/Classified Full-time	12/01-12/31	01/06	01/31
February	Students	01/01-01/31	02/02	2/15
	Classified Hourly Part-time	01/16-02/15	02/15	02/28
	Certificated Hourly Part-time	01/16-02/15	02/15	02/28
	Certificated/Classified Full-time	01/01-01/31	02/07	02/28
March	Students	02/01-02/28	03/02	3/15
	Classified Hourly Part-time	02/16-03/15	03/16	03/30
	Certificated Hourly Part-time	02/16-03/15	03/16	03/30
	Certificated/Classified Full-time	02/01-02/28	03/07	03/30
April	Students	03/01-03/31	04/04	4/14
	Classified Hourly Part-time	03/16-04/15	04/17	04/28
	Certificated Hourly Part-time	03/16-04/15	04/17	04/28
	Certificated/Classified Full-time	03/01-03/31	04/07	04/28
May	Students	04/01-04/30	05/02	5/15
	Classified Hourly Part-time	04/16-05/15	05/16	05/31
	Certificated Hourly Part-time	04/16-05/15	05/16	05/31
	Certificated/Classified Full-time	04/01-04/31	05/05	05/31
June	Students	05/01-05/31	06/02	06/15
	Classified Hourly Part-time	05/16-06/15	06/16	06/30
	Certificated Hourly Part-time	05/16-06/15	06/16	06/30
	Certificated/Classified Full-time	05/01-05/31	06/07	06/30
July	Students	06/01-06/30	07/03	07/14
	Classified Hourly Part-time	06/16-06/30	07/03	07/14

Note: You will be notified if any changes are made to deadlines above. Late entries will be processed on the next available payroll run.

Please make every effort to provide approved and timely data to avoid payment delays.