

FEATHER RIVER COMMUNITY COLLEGE DISTRICT
Business Services: Payroll

STUDENTS, SHORT-TERMS, CERTIFICATED HOURLY & SUBSTITUTES

July 2019 – June 2020

	Time sheets <u>Due to Payroll</u>	<u>Checks Released</u>
July time sheets due:	07/31/19	08/09/19
August time sheets due:	09/02/19	09/10/19
September time sheets due:	09/30/19	10/10/19
October time sheets due:	10/31/19	11/08/19
November time sheets due:	12/02/19	12/10/19
December time sheets due:	01/02/20	01/10/20
January time sheets due:	01/31/20	02/10/20
February time sheets due:	03/02/20	03/10/20
March time sheets due:	03/31/20	04/10/20
April time sheets due:	04/30/20	05/08/20
May time sheets due:	06/01/20	06/10/20
June time sheets due:	06/30/20	07/09/20

- **Hire paperwork must be completed and approved prior to beginning work.**
Work performed prior to approval will be considered voluntary
- All time sheets are required to be signed by the **supervisor** and **employee** before submitting to Payroll. **Checks will not be released if signatures are missing.**
- **Complete ONE time sheet per month of service**
- Noted dates are for:
 - Students
 - Associate Faculty Members with Office Hours and/or substitute hours
 - Short-term employees
- Late time sheets will be processed the following Mid Month (MM) pay cycle

Mid Month Payroll