



Peralta Community College District
District Payroll Office
Schedule for the Submission of Timesheets
Fiscal year 2021-2022

*** Timesheet due dates are subject to change with the deployment of PS Phase 2 (TBD)***

MONTH	CLASSIFICATION	DATES WORKED	DUE TO PAYROLL OFFICE	PAY DATES
2021				
July	Students	06/01-06/30	7/1	7/15
	Certificated/Classified	06/16-06/30	7/1	7/15
	Certificated/Classified	07/01-07/15	7/15	7/30
August	Students	07/01-07/31	8/2	8/13
	Certificated/Classified	07/16-08/15	8/13	8/31
September	Students	08/01-08/31	9/1	9/15
	Certificated/Classified	08/16-09/15	9/15	9/30
October	Students	09/01-09/30	10/1	10/15
	Certificated/Classified	09/16-10/15	10/15	10/29
November	Students	10/01-10/31	11/1	11/15
	Certificated/Classified	10/16-11/15	11/15	11/30
December	Students	11/01-11/30	12/1	12/15
	Certificated/Classified	11/16-12/15	12/10	12/22
2022				
January	Students	12/01-12/31	12/22	1/14
	Certificated/Classified	12/16-01/15	1/14	1/31
February	Students	01/01-01/31	2/1	2/15
	Certificated/Classified	01/16-02/15	2/15	2/28
March	Students	02/01-02/29	3/1	3/15
	Certificated/Classified	02/16-03/15	3/15	3/30
April	Students	03/01-03/31	4/1	4/15
	Certificated/Classified	03/16-04/15	4/15	4/29
May	Students	04/01-04/30	5/2	5/13
	Certificated/Classified	04/16-05/15	5/13	5/31
June	Students	05/01-05/31	6/1	6/15
	Certificated/Classified	05/16-06/15	6/15	6/30
July	Students	06/01-06/30	7/1	7/15
	Certificated/Classified	06/16-06/30	7/1	7/15

Note: You will be notified if any change is made to deadlines above.
 Timesheets received after the deadlines will be processed on the next available payroll run.

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