

**Student, Short Term & Classified Overtime HR and Payroll Schedule (ST/SP) - FY19/20**

Action to be taken by the =>		Campus		District Office	Campus			District Office			
		Approvers	Business Office	Human Resources	Employees			Approvers and Business Office	Payroll		
For Work Month:	Pay ID/ Month	Hiring paperwork Due to Campus Business Office	Campus Business Office gives to HR	Deadline for HR Enters into Banner	Web/Dept Time Entry & Overtime Timesheet Start	Web/Dept Time Entry & Overtime Timesheet Due to Approver	Overtime Timesheet Due to Campus Business Office	Approved Web/Dept Time Entry & Overtime Timesheet Due to District (11pm)	District Payroll Open (7am)	District finalizes Payroll	Pay Date
<b>Sep-19</b>	<b>19SP/ST10</b>	<b>09/11/2019</b> W	<b>09/16/19</b> M	<b>09/30/19</b> M	<b>09/03/19</b> T	<b>10/01/19</b> T	<b>10/02/19</b> W	<b>10/04/19</b> F	<b>10/07/19</b> M	<b>10/09/19</b> W	<b>10/15/19</b> T
Oct-19	19SP/ST11	10/10/2019 TH	10/15/19 T	10/31/19 TH	10/01/19 T	11/01/19 F	11/04/19 M	11/05/19 T	11/06/19 W	11/08/19 F	11/15/19 F
<b>Nov-19</b>	<b>19SP/ST12</b>	<b>11/12/2019</b> T	<b>11/15/19</b> F	<b>11/27/19</b> W	<b>11/01/19</b> F	<b>12/02/19</b> M	<b>12/03/19</b> T	<b>12/04/19</b> W	<b>12/05/19</b> TH	<b>12/09/19</b> M	<b>12/13/19</b> F
Dec-19	20SP/ST1	12/10/2019 T	12/13/19 F	12/20/19 F	12/02/19 M	01/02/20 TH	01/03/20 F	01/06/20 M	01/07/20 T	01/09/20 TH	01/15/20 W
<b>Jan-20</b>	<b>20SP/ST2</b>	<b>01/10/20</b> F	<b>01/15/20</b> W	<b>01/31/20</b> F	<b>01/02/20</b> TH	<b>02/03/20</b> M	<b>02/04/20</b> T	<b>02/04/20</b> T	<b>02/05/20</b> W	<b>02/07/19</b> F	<b>02/13/20</b> TH
Feb-20	20SP/ST3	02/10/20 M	02/13/20 TH	02/28/20 F	02/03/20 M	03/02/20 M	03/03/20 T	03/04/20 W	03/05/20 TH	03/09/20 M	03/13/20 F
<b>Mar-20</b>	<b>20SP/ST4</b>	<b>03/11/20</b> W	<b>03/16/20</b> M	<b>03/30/20</b> M	<b>03/02/20</b> M	<b>04/01/20</b> W	<b>04/02/20</b> TH	<b>04/06/20</b> M	<b>04/07/20</b> T	<b>04/09/20</b> TH	<b>04/15/20</b> W
Apr-20	20SP/ST5	04/10/20 F	04/15/20 W	04/30/20 TH	04/01/20 W	05/01/20 F	05/04/20 M	05/06/20 W	05/07/20 TH	05/11/20 M	05/15/20 F
<b>May-20</b>	<b>20SP/ST6</b>	<b>05/12/20</b> W	<b>05/15/20</b> F	<b>05/29/20</b> F	<b>05/01/20</b> F	<b>06/01/20</b> M	<b>06/02/20</b> T	<b>06/04/20</b> TH	<b>06/05/20</b> F	<b>06/09/20</b> T	<b>06/15/20</b> M
Jun-20	20SP/ST7	06/10/20 W	06/15/20 M	06/30/20 T	06/01/20 M	07/01/20 W	07/02/20 TH	07/06/20 M	07/07/20 T	07/09/20 TH	07/15/20 W

<b>Holidays</b>	
07/04/2019 (Th)	Independence Day
09/02/2019 (M)	Labor Day
11/11/2019 (M)	Veteran's Day
11/28-29/19 (TH-F)	Thanksgiving
12/24/19-01/01/2020 (T-W)	Winter Holidays
01/20/2020 (M)	Martin Luther King Jr.'s Day
02/14/2020 (F)	Lincoln's Day
02/17/2020 (M)	President's Day
03/31/2020 (T)	Cesar Chavez Day
05/25/2020 (M)	Memorial Day

**Revised on 9/27/2019 -SML**