



# District Finance Payroll Services

14000 Fruitvale Avenue  
Saratoga, CA 95070

**Pay Period for: Full Time/Part Time Faculty and Full Time Classified Employees (includes WVMCEA, Administrators, Supervisors, POA, & Confidential employees)**

Deadline also applies for the following payroll forms:

- Stipends
- Salary Reduction Forms
- Federal and State Allowances & Exemptions
- Direct Deposit Enrollment & Changes

**\*\* If PR forms received after the due date, payroll will process on the next qualifying pay period.**

Pay Period for Timesheet	Timesheet Deadline Due to Payroll	PAY DAY	PAY DAY
Dec 16 - Jan 15	01/17/2020	FRI	01/31/2020
Jan 16 - Feb 15	02/18/2020	FRI	02/28/2020
Feb 16 - Mar 15	03/18/2020	MON	03/30/2020
Mar 16 - Apr 15	04/17/2020	THURS	04/30/2020
Apr 16 - May 15	05/18/2020	FRI	05/29/2020
May 16 - June 15	06/18/2020	TUES	06/30/2020
*June 16 - June 30	07/06/2020	FRI	07/31/2020
July 01 - July 15	07/20/2020	FRI	07/31/2020

**\*Two payroll timesheets will need to be submitted for the July 31<sup>st</sup> payroll due to the year-end payroll expenditure accruals.**

**Supervisors/Budget Administrators- Please direct all employees to adhere to all payroll deadlines listed above. Any late time sheets or pending revisions will be paid on the next payroll cycle.**

**Payroll Contact Information:**

Cathleen Frecceri	(408) 741-2141	<u>Payroll Supervisor</u>
Kevin Brundage-Sears	(408) 741-2083	<u>Financial Analyst- Payroll Tax Reporting</u> Garnishment, TSA, Taxes, Faculty and FT Classified Payroll Support
Lindsey Alanis	(408) 741-2693	<u>Financial Technician Faculty and Classified</u> STRS Reporting, Faculty and FT Classified Payroll
Betty Pap	(408) 741-2118	<u>Financial Technician- Web Time</u> Student Workers (A-L), Classified PT Hourly Payroll
Karen Macfarlane	(408) 741-2090	<u>Financial Technician-Web Time</u> Student Workers (M-Z), Classified PT Hourly Payroll