



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 Timesheets	Timesheet(s) Deadline Due to Payroll	PAY DAY	PAY DATE
Dec 16 - Jan 15	01/19/2021	Friday	01/29/2021
Jan 16 - Feb 15	02/17/2021	Friday	02/26/2021
Feb 16 - Mar 15	03/17/2021	Tuesday	03/30/2021
Mar 16 - Apr 15	04/19/2021	Friday	04/30/2021
Apr 16 - May 15	05/18/2021	Friday	05/28/2021
May 16 - June 15	06/17/2021	Wednesday	06/30/2021
*June 16 - June 30	07/06/2021	Friday	07/30/2021
July 01 - July 15	07/19/2021	Friday	07/30/2021

***Two payroll timesheets will need to be submitted for the July 30st 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:

Kevin Brundage-Sears (408) 741-2083	Financial Analyst- Payroll Tax Reporting Garnishments, Tax Reporting Tax Shelter Annuities, Faculty and FT Classified Payroll Support
Lindsey Alanis (408) 741-2693	Financial Technician- End of the Month Payroll Faculty and Classified, STRS Reporting, and Website
Betty Pap (408) 741-2118	Financial Technician- Mid Month- Web Time Entry Classified PT Hourly Payroll and Student Workers, CalPERS Reporting, and EDD Reporting.
MuWen Tan (408) 741-2090	Financial Technician- Mid Month- Web Time Entry Classified PT Hourly Payroll and Student Workers
Cathleen Frecceri (408) 741-2141	Payroll Supervisor- Payroll Processes and Supervision