



District Finance Payroll Services

14000 Fruitvale Avenue
Saratoga, CA 95070

Pay Period for: Student Workers & Classified PT Hourly Employees **Web Time Entry Employees Only**

Pay Period for timesheet	WTE Timesheet Deadline	Supervisor Approval in SSB	PAY DAY	PAY DATE
Dec 1 – Dec 31	12/31/2019	1/03/2020	WED	01/15/2020
Jan 1 – Jan 31	1/31/2020	2/04/2020	THURS	02/13/2020
Feb 1 – Feb 29	2/29/2020	3/03/2020	FRI	03/13/2020
Mar 1 – Mar 31	3/31/2020	4/02/2020	WED	04/15/2020
Apr 1 – Apr 30	4/30/2020	5/04/2020	FRI	05/15/2020
May 1 – May 31	5/31/2020	6/02/2020	MON	06/15/2020
June 1 – June 30	6/30/2020	7/02/2020	WED	07/15/2020

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

****New employees** must have all documents from the New Hire Packet completed & submitted to Human Resources by the due date. Contract revisions and extensions for continuing employees must be signed off by HR. Contact the HR staff to confirm all paperwork has been completed and approved before the start of any job assignments.

Payroll Contact Information:

Cathleen Frecceri	(408) 741-2141	<u>Payroll Supervisor</u>
Betty Pap	(408) 741-2118	<u>Financial Technician- Web Time</u> Student Workers (A - L), Classified PT hourly payroll WTE & CalPERS
Karen Macfarlane	(408) 741-2090	<u>Financial Technician- Web Time</u> Student Workers (M- Z), Classified PT hourly payroll WTE & CalPERS
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