



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 timesheets	WTE Timesheet(s) Deadline	Supervisor Approval in SSB	PAY DAY	PAY DATE
Dec 1 – Dec 31	12/31/2020	1/04/2021	Friday	01/15/2021
Jan 1 – Jan 31	1/31/2021	2/02/2021	Thursday	02/11/2021
Feb 1 – Feb 28	2/28/2021	3/02/2021	Monday	03/15/2021
Mar 1 – Mar 31	3/31/2021	4/02/2021	Thursday	04/15/2021
Apr 1 – Apr 30	4/30/2020	5/04/2021	Friday	05/14/2021
May 1 – May 31	5/31/2021	6/02/2021	Tuesday	06/15/2021
June 1– June 30	6/30/2021	7/02/2021	Thursday	07/15/2021

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:

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