



Orange Education Center

Santiago Canyon College, Division of Continuing Education
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Inter-Office Memorandum

To: Part time Certificated Staff Date: 6/21/2011
From: Sonia Gomez, OEC Employee Services
Subject: Payroll Schedule

The following is Payroll Schedule for 2011-2012:

<u>PAY PERIOD</u>	<u>ISSUE DATE</u>	<u>ISSUE DAY</u>
6/9/11 - 7/8/11	7/29/11	Friday**
7/9/11 - 8/8/11	8/31/11	Wednesday
8/9/11 - 9/8/11	9/30/11	Friday**
9/9/11 - 10/8/11	10/31/11	Monday
10/9/11 - 11/8/11	11/30/11	Wednesday
11/9/11 - 12/8/11	1/3/12	Tuesday
12/9/11 - 1/8/12	1/31/12	Tuesday
1/9/12 - 2/8/12	2/29/12	Wednesday
2/9/12 - 3/8/12	3/29/12	Thursday
3/9/12 - 4/8/12	4/30/12	Monday
4/9/12 - 5/8/12	5/31/12	Thursday
5/9/12 - 6/8/12	6/29/12	Friday**

For those who pick-up their paychecks:

Paychecks will now be available on **Pay Day only**. The following morning, any paychecks that have not been picked up will be returned to the district office where they will be held for two days longer. Checks not picked up by the fourth day after payroll will be mailed.

Paychecks may be picked-up at this site, between the hours of 8 a.m. – 9:00 p.m., Monday – Thursday.

**On Friday pay dates, you can pick-up your check at the District Payroll Department located at RSCCD – 2323 N. Broadway St., 4th floor, Santa Ana (between 8a.m. and 4:45p.m. – hours subject to change, 714-480-7526).