



2025-2026 SEMI-MONTHLY PAYROLL SCHEDULE

To comply with the Sacramento County Office of Education timelines for payroll, GCC Human Resources and the GCC Payroll Department must process and submit the semi-monthly payroll for all salary full-time employees, all non-exempt hourly employees, and all substitutes to SCOE by the deadlines imposed. Due to this, all electronic timecards must be approved and submitted to Human Resources/Payroll Department by the following dates:

PAYROLL PERIOD	DUE DATE	PAYDATE
July 1 - July 15	July 15, 2025	July 25, 2025
July 16 – July 31	July 31, 2025	August 8, 2025
August 1 – August 15	August 15, 2025	August 25, 2025
August 16 – August 31	*August 29, 2025	September 9, 2025
September 1 – September 15	September 15, 2025	September 25, 2025
September 16 – September 30	September 30, 2025	October 9, 2025
October 1 – October 15	October 15, 2025	October 24, 2025
October 16 – October 31	October 31, 2025	November 7, 2025
November 1 – November 15	*November 14, 2025	November 25, 2025
November 16 – November 30	*November 25, 2025	December 9, 2025
December 1 – December 12	*December 12, 2025	December 23, 2025
December 13 – December 31	December 31, 2025	January 9, 2026
January 1 – January 14	*January 14, 2026	January 23, 2026
January 15 – January 31	*January 30, 2026	February 6, 2026
February 1 – February 15	*February 13, 2026	February 25, 2026
February 16 – February 28	*February 27, 2026	March 9, 2026
March 1 – March 15	*March 13, 2026	March 25, 2026
March 16 – March 31	March 31, 2026	April 9, 2026
April 1 – April 15	April 15, 2026	April 24, 2026
April 16 – April 30	April 30, 2026	May 8, 2026
May 1 – May 15	May 15, 2026	May 22, 2026
May 16 – May 31	*May 29, 2026	June 9, 2026
June 1 – June 15	June 15, 2026	June 25, 2026
June 16 – June 30	June 30, 2026	July 9, 2026

*** Please note that electronic timecards are due early due to the weekend, holiday, scheduled break or due to SCOE deadlines.**

ELECTRONIC TIMECARD CHECK LIST:

- It is the employee's responsibility to clock in and out daily.
- It is the administrator's responsibility to verify the electronic timecard hours do not exceed the hours approved on the PAF.
- Administrators must review and approve all electronic timecards by the due date. Administrators must also verify the timecard clearly indicates the job the employee/substitute is performing (i.e., *Para Educator II, Substitute Clerk, Hourly Teacher*).
- Overtime, extra hours and sixth periods must have prior approval.

SALARY EXEMPT EMPLOYEES:

- All salary employees will be paid on the pay dates listed on the schedule.
- Salary employees will only be required to complete a timecard for extra hours, sixth periods or extra work days.
- Employees that work 10 months and select to receive deferred pay will receive deferred payment on or around 6/25/26, 7/9/26, 7/24/26 and 8/7/26
- Employees that work 11 months and select to receive deferred pay will receive deferred payment on or around 7/24/26 and 8/7/26.