



# 2026-2027 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:

<b>PAYROLL PERIOD</b>	<b>DUE DATE</b>	<b>PAYDATE</b>
July 1 – July 15	July 15, 2026	July 24, 2026
July 16 – July 31	July 31, 2026	August 7, 2026
August 1 – August 15	<b>*August 14, 2026*</b>	August 25, 2026
August 16 – August 31	August 31, 2026	September 9, 2026
September 1 – September 15	September 15, 2026	September 25, 2026
September 16 – September 30	September 30, 2026	October 9, 2026
October 1 – October 15	October 15, 2026	October 23, 2026
October 16 – October 31	<b>*October 30, 2026*</b>	November 9, 2026
November 1 – November 15	<b>*November 13, 2026*</b>	November 25, 2026
November 16 – November 30	November 30, 2026	December 9, 2026
December 1 – December 13	<b>*December 11, 2026*</b>	December 23, 2026
December 14 – December 31	December 31, 2026	January 8, 2027
January 1 – January 15	January 15, 2027	January 25, 2027
January 16 – January 31	<b>*January 29, 2027*</b>	February 9, 2027
February 1 – February 15	February 15, 2027	February 25, 2027
February 16 – February 28	<b>*February 26, 2027*</b>	March 9, 2027
March 1 – March 15	March 15, 2027	March 25, 2027
March 16 – March 31	March 31, 2027	April 9, 2027
April 1 – April 15	April 15, 2027	April 23, 2027
April 16 – April 30	April 30, 2027	May 7, 2027
May 1 – May 15	<b>*May 14, 2027*</b>	May 25, 2027
May 16 – May 31	May 31, 2027	June 9, 2027
June 1 – June 15	June 15, 2027	June 25, 2027
June 16 – June 30	June 30, 2027	July 9, 2027

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

**ELECTRONIC TIMECARD CHECKLIST:**

- It is the employee’s responsibility to clock in and out daily and submit their electronic timecard at the end of the pay period.
- 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 6/25/27, 7/9/27, 7/23/27 and 8/9/27
- Employees that work 11 months and select to receive deferred pay will receive deferred payment on or around 7/23/27 and 8/9/27.