LONG BEACH COMMUNITY COLLEGE DISTRICT
2023-2024 PAYROLL SCHEDULE (JULY - DECEMBER)

	REGULAR MONTHLY Academic(**A12**) and Classified(**C12**)		**ACADEMIC EQUAL PAY** CHI Instructional Hourly & CCA Overload through Equal Pay Process (**EQP**)		**HOURLY/DAILY TIMECARDS** Class. Hrly(**HDC**), Acad. Hrly(**AHD**), Students(**STU**) Fed. Wk Study(**FWS**), Board & Commissioners(**BDP**)		**LATE/SUPPLEMENTAL/C12 OT** **& Salary Advance** Only time Class. Reg Mo OT is paid	
MONTH YEAR	**REG. MONTHLY ABSENCES** INPUT TO TARS	**PAYCHECK ISSUE DATE**	**EQUAL PAY ABSENCES** INPUT TO TARS	**PAYCHECK ISSUE DATE**	**HOURLY TIMECARDS TIMECARDS** (except C12) INPUT TO TARS	**PAYCHECK ISSUE DATE**	**LATE TIMECARDS/ADJ & CLASS. REG. MO OT** INPUT TO TARS	**PAYCHECK ISSUE DATE**
JULY 2023	ABS DEADLINE ** **17-Jul** Pay Per End Date: 7/31/2023	**7/31/2023** Monday	ABS DEADLINE ** Do **NOT** enter Absences for EQP **No EQP**	**NO EQP**	TIMECARD DEADLINE ** **7/27/23* (EARLY)** Pay Per End Date: 07/31/2023	**8/10/2022** Wednesday	LATE/OT TC DEADLINE **3-Aug** Pay Per End Date: 08/01/2023	**8/16/2023** Wednesday
AUGUST 2023	ABS DEADLINE ** **17-Aug** Pay Per End Date: 08/31/2023	**8/31/2023** Thursday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **17-Aug** Pay Per End Date: 08/31/2023	**9/8/2023** Friday	TIMECARD DEADLINE ** **8/29/23* (EARLY)** Pay Per End Date: 08/31/2023	**9/8/2023** Friday	LATE/OT TC DEADLINE **6-Sep** Pay Per End Date: 09/01/2023	**9/15/2023** Friday
SEPTEMBER 2023	ABS DEADLINE ** **19-Sep** Pay Per End Date: 09/30/2023	**9/29/2023** Friday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **19-Sep** Pay Per End Date: 09/30/2023	**10/10/2023** Tuesday	TIMECARD DEADLINE ** **9/28/23* (EARLY)** Pay Per End Date: 09/30/2023	**10/10/2023** Tuesday	LATE/OT TC DEADLINE **4-Oct** Pay Per End Date: 10/01/2023	**10/16/2023** Monday
OCTOBER 2023	ABS DEADLINE ** **19-Oct** Pay Per End Date: 10/31/2023	**10/31/2023** Tuesday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **19-Oct** Pay Per End Date: 10/31/2023	**11/9/2023** Thursday	TIMECARD DEADLINE ** **10/31/23* (EARLY)** Pay Per End Date: 10/31/2023	**11/9/2023** Thursday	LATE/OT TC DEADLINE **6-Nov** Pay Per End Date: 11/01/2023	**11/16/2023** Thursday
NOVEMBER 2023	ABS DEADLINE ** **16-Nov** Pay Per End Date: 11/30/2023	**11/30/2023** Thursday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **16-Nov** Pay Per End Date: 11/30/2023	**12/8/2023** Friday	TIMECARD DEADLINE ** **11/29/23* (EARLY)** Pay Per End Date: 11/30/2023	**12/8/2023** Friday	LATE/OT TC DEADLINE **6-Dec** Pay Per End Date: 12/01/2023	**12/15/2023** Friday
DECEMBER 2023	ABS DEADLINE ** **13-Dec** Pay Per End Date: 12/31/2023	**12/22/2023** Friday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **13-Dec** Pay Per End Date: 12/31/2023	**1/10/2024** Wednesday	TIMECARD DEADLINE ** **12/21/23* (EARLY)** Pay Per End Date: 12/31/2023	**1/10/2024** Wednesday	LATE/OT TC DEADLINE **3-Jan** Pay Per End Date: 01/01/2024	**1/16/2024** Tuesday

^ Schedule changes <u>must</u> be in Academic Services by 3:00 p.m. THERE IS NO LATE PERIOD FOR EQUAL PAY. Any changes after this date will appear on the following month.

** HR changes <u>must</u> be in Payroll by 2:00 p.m.

LONG BEACH COMMUNITY COLLEGE DISTRICT
2023-2024 PAYROLL SCHEDULE (JANUARY - JUNE)

	REGULAR MONTHLY Academic(**A12**) and Classified(**C12**)		ACADEMIC EQUAL PAY CHI Instructional Hourly & CCA Overload through Equal Pay Process (**EQP**)		HOURLY/DAILY TIMECARDS Class. Hrly(**HDC**), Acad. Hrly(**AHD**), Students(**STU**) Fed. Wk Study(**FWS**), Board & Commissioners(**BDP**)		LATE/SUPPLEMENTAL/C12 OT & Salary Advance Only time Class. Reg Mo OT is paid	
MONTH YEAR	REG. MONTHLY ABSENCES INPUT TO TARS	PAYCHECK ISSUE DATE	EQUAL PAY ABSENCES INPUT TO TARS	PAYCHECK ISSUE DATE	HOURLY TIMECARDS TIMECARDS (except C12) INPUT TO TARS	PAYCHECK ISSUE DATE	LATE TIMECARDS/ADJ & CLASS. REG. MO OT INPUT TO TARS	PAYCHECK ISSUE DATE
JANUARY 2024	ABS DEADLINE ** 17-Jan Pay Per End Date: 01/31/2024	1/31/2024 Wednesday	ABS DEADLINE ** Do **NOT** enter Absences for EQP No EQP	NO EQP	TIMECARD DEADLINE ** 1/31/24* (EARLY) Pay Per End Date: 01/31/2024	2/9/2024 Friday	LATE/OT TC DEADLINE ** 6-Feb Pay Per End Date: 02/01/2024	2/16/2024 Friday
FEBRUARY 2024	ABS DEADLINE ** 15-Feb Pay Per End Date: 02/29/2024	2/29/2024 Thursday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ 15-Feb Pay Per End Date: 02/29/2024	3/8/2024 Friday	TIMECARD DEADLINE ** 28-Feb Pay Per End Date: 02/29/2024	3/8/2024 Friday	LATE/OT TC DEADLINE ** 5-Mar Pay Per End Date: 03/01/2024	3/15/2024 Friday
MARCH 2024	ABS DEADLINE ** 19-Mar Pay Per End Date: 03/31/2024	3/29/2024 Friday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ 19-Mar Pay Per End Date: 03/31/2024	4/10/2024 Wednesday	TIMECARD DEADLINE ** 3/29/24* (EARLY) Pay Per End Date: 03/31/2024	4/10/2024 Wednesday	LATE/OT TC DEADLINE ** 4-Apr Pay Per End Date: 04/01/2024	4/16/2024 Tuesday
APRIL 2024	ABS DEADLINE ** 18-Apr Pay Per End Date: 04/30/2024	4/30/2024 Tuesday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ 18-Apr Pay Per End Date: 04/30/2024	5/10/2024 Friday	TIMECARD DEADLINE ** 1-May Pay Per End Date: 04/30/2024	5/10/2024 Friday	LATE/OT TC DEADLINE ** 6-May Pay Per End Date: 05/01/2024	5/16/2024 Thursday
MAY 2024	ABS DEADLINE ** 20-May Pay Per End Date: 05/31/2024	5/31/2024 Friday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ 20-May Pay Per End Date: 05/31/2024	6/10/2024 Monday	TIMECARD DEADLINE ** 5/29/24* (EARLY) Pay Per End Date: 05/31/2024	6/10/2024 Monday	LATE/OT TC DEADLINE ** 3-Jun Pay Per End Date: 06/01/2024	6/13/2024 Thursday
JUNE 2024	ABS DEADLINE ** 13-Jun Pay Per End Date: 06/30/2024	6/27/2024 Thursday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ 13-Jun Pay Per End Date: 6/30/2024	7/10/2024 Wednesday	TIMECARD DEADLINE ** 6/26/24* (EARLY) Pay Per End Date: 06/30/2024	7/10/2024 Wednesday	LATE/OT TC DEADLINE ** 2-Jul Pay Per End Date: 07/01/2024	7/16/2024 Tuesday

^ Schedule changes <u>must</u> be in Academic Services by 3:00 p.m. THERE IS NO LATE PERIOD FOR EQUAL PAY. Any changes after this date will appear on the following month.

** HR changes <u>must</u> be in Payroll by 2:00 p.m.