

# LONG BEACH COMMUNITY COLLEGE DISTRICT

## 2022-2023 PAYROLL SCHEDULE (JULY - DECEMBER)

<b>REGULAR MONTHLY</b>	<b>ACADEMIC EQUAL PAY</b>	<b>HOURLY/DAILY TIMECARDS</b>	<b>LATE/SUPPLEMENTAL/C12 OT &amp; Salary Advance</b>
Academic(A12) and Classified(C12)	CHI Instructional Hourly & CCA Overload through Equal Pay Process (EQP)	Class. Hrly(HDC), Acad. Hrly(AHD), Students(STU) Fed. Wk Study(FWS), Board & Commissioners(BDP)	Only time Class. Reg Mo OT is paid

MONTH YEAR	REG. MONTHLY ABSENCES <small>INPUT TO TARS</small>	PAYCHECK ISSUE DATE	EQUAL PAY ABSENCES <small>INPUT TO TARS</small>	PAYCHECK ISSUE DATE	HOURLY TIMECARDS TIMECARDS (except C12) <small>INPUT TO TARS</small>	PAYCHECK ISSUE DATE	LATE TIMECARDS/ADJ & CLASS. REG. MO OT <small>INPUT TO TARS</small>	PAYCHECK ISSUE DATE
JULY 2022	<b>ABS DEADLINE **</b> <b>18-Jul</b>	7/28/2022 Thursday	<b>ABS DEADLINE **</b> <b>Do NOT enter Absences for EQP</b> <b>No EQP</b>	NO EQP	<b>TIMECARD DEADLINE **</b> <b>7/28/22* (EARLY)</b>	8/10/2022 Wednesday	<b>LATE/OT TC DEADLINE</b> <b>4-Aug</b>	8/16/2022 Tuesday
	<small>Pay Per End Date:</small> 7/31/2022		<small>Pay Per End Date:</small> 07/31/2022		<small>Pay Per End Date:</small> 07/31/2022		<small>Pay Per End Date:</small> 08/01/2022	
AUGUST 2022	<b>ABS DEADLINE **</b> <b>18-Aug</b>	8/31/2022 Wednesday	<b>ABS DEADLINE **</b> FINAL SCHEDULE CHANGES ^ <b>18-Aug</b>	9/9/2022 Friday	<b>TIMECARD DEADLINE **</b> <b>8/30/22* (EARLY)</b>	9/9/2022 Friday	<b>LATE/OT TC DEADLINE</b> <b>7-Sep</b>	9/16/2022 Friday
	<small>Pay Per End Date:</small> 08/31/2022		<small>Pay Per End Date:</small> 08/31/2022		<small>Pay Per End Date:</small> 08/31/2022		<small>Pay Per End Date:</small> 09/01/2022	
SEPTEMBER 2022	<b>ABS DEADLINE **</b> <b>20-Sep</b>	9/30/2022 Friday	<b>ABS DEADLINE **</b> FINAL SCHEDULE CHANGES ^ <b>20-Sep</b>	10/10/2022 Monday	<b>TIMECARD DEADLINE **</b> <b>9/29/22* (EARLY)</b>	10/10/2022 Monday	<b>LATE/OT TC DEADLINE</b> <b>4-Oct</b>	10/14/2022 Friday
	<small>Pay Per End Date:</small> 09/30/2022		<small>Pay Per End Date:</small> 09/30/2022		<small>Pay Per End Date:</small> 09/30/2022		<small>Pay Per End Date:</small> 10/01/2022	
OCTOBER 2022	<b>ABS DEADLINE **</b> <b>19-Oct</b>	10/31/2022 Monday	<b>ABS DEADLINE **</b> FINAL SCHEDULE CHANGES ^ <b>19-Oct</b>	11/10/2022 Thursday	<b>TIMECARD DEADLINE **</b> <b>1-Nov</b>	11/10/2022 Thursday	<b>LATE/OT TC DEADLINE</b> <b>4-Nov</b>	11/16/2022 Wednesday
	<small>Pay Per End Date:</small> 10/31/2022		<small>Pay Per End Date:</small> 10/31/2022		<small>Pay Per End Date:</small> 10/31/2022		<small>Pay Per End Date:</small> 11/01/2022	
NOVEMBER 2022	<b>ABS DEADLINE **</b> <b>16-Nov</b>	11/30/2022 Wednesday	<b>ABS DEADLINE **</b> FINAL SCHEDULE CHANGES ^ <b>16-Nov</b>	12/9/2022 Friday	<b>TIMECARD DEADLINE **</b> <b>11/30/22* (EARLY)</b>	12/9/2022 Friday	<b>LATE/OT TC DEADLINE</b> <b>6-Dec</b>	12/16/2022 Friday
	<small>Pay Per End Date:</small> 11/30/2022		<small>Pay Per End Date:</small> 11/30/2022		<small>Pay Per End Date:</small> 11/30/2022		<small>Pay Per End Date:</small> 12/01/2022	
DECEMBER 2022	<b>ABS DEADLINE **</b> <b>13-Dec</b>	12/23/2022 Friday	<b>ABS DEADLINE **</b> FINAL SCHEDULE CHANGES ^ <b>13-Dec</b>	1/10/2023 Tuesday	<b>TIMECARD DEADLINE **</b> <b>12/22/22* (EARLY)</b>	1/10/2023 Tuesday	<b>LATE/OT TC DEADLINE</b> <b>3-Jan</b>	1/12/2023 Thursday
	<small>Pay Per End Date:</small> 12/31/2022		<small>Pay Per End Date:</small> 12/31/2022		<small>Pay Per End Date:</small> 12/31/2022		<small>Pay Per End Date:</small> 01/01/2023	

^ Schedule changes must 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 must be in Payroll by 2:00 p.m.

# LONG BEACH COMMUNITY COLLEGE DISTRICT

## 2022-2023 PAYROLL SCHEDULE (JANUARY - JUNE)

<b>REGULAR MONTHLY</b> <small>Academic(A12) and Classified(C12)</small>	<b>ACADEMIC EQUAL PAY</b> <small>CHI Instructional Hourly &amp; CCA Overload through Equal Pay Process (EQP)</small>	<b>HOURLY/DAILY TIMECARDS</b> <small>Class. Hrly(HDC), Acad. Hrly(AHD), Students(STU) Fed. Wk Study(FWS), Board &amp; Commissioners(BDP)</small>	<b>LATE/SUPPLEMENTAL/C12 OT &amp; Salary Advance</b> <small>Only time Class. Reg Mo OT is paid</small>
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MONTH YEAR	REG. MONTHLY ABSENCES <small>INPUT TO TARS</small>	PAYCHECK ISSUE DATE	EQUAL PAY ABSENCES <small>INPUT TO TARS</small>	PAYCHECK ISSUE DATE	HOURLY TIMECARDS TIMECARDS (except C12) <small>INPUT TO TARS</small>	PAYCHECK ISSUE DATE	LATE TIMECARDS/ADJ & CLASS. REG. MO OT <small>INPUT TO TARS</small>	PAYCHECK ISSUE DATE
<b>JANUARY 2023</b>	<b>ABS DEADLINE **</b> <b>17-Jan</b>	1/31/2023 <small>Tuesday</small>	<b>ABS DEADLINE **</b> <b>Do NOT enter Absences for EQP</b>	NO EQP	<b>TIMECARD DEADLINE **</b> <b>1/31/23* (EARLY)</b>	2/10/2023 <small>Friday</small>	<b>LATE/OT TC DEADLINE **</b> <b>7-Feb</b>	2/16/2023 <small>Thursday</small>
	<small>Pay Per End Date:</small> 01/31/2023		<small>Pay Per End Date:</small> 01/31/2023		<small>Pay Per End Date:</small> 02/01/2023			
<b>FEBRUARY 2023</b>	<b>ABS DEADLINE **</b> <b>14-Feb</b>	2/28/2023 <small>Tuesday</small>	<b>ABS DEADLINE **</b> <b>FINAL SCHEDULE CHANGES ^</b>	3/10/2023 <small>Friday</small>	<b>TIMECARD DEADLINE **</b> <b>1-Mar</b>	3/10/2023 <small>Friday</small>	<b>LATE/OT TC DEADLINE **</b> <b>7-Mar</b>	3/16/2023 <small>Thursday</small>
	<small>Pay Per End Date:</small> 02/28/2023		<b>14-Feb</b> <small>Pay Per End Date: 02/28/2023</small>		<small>Pay Per End Date:</small> 02/28/2023		<small>Pay Per End Date:</small> 02/28/2023	
<b>MARCH 2023</b>	<b>ABS DEADLINE **</b> <b>21-Mar</b>	3/31/2023 <small>Friday</small>	<b>ABS DEADLINE **</b> <b>FINAL SCHEDULE CHANGES ^</b>	4/10/2023 <small>Monday</small>	<b>TIMECARD DEADLINE **</b> <b>3/30/23* (EARLY)</b>	4/10/2023 <small>Monday</small>	<b>LATE/OT TC DEADLINE **</b> <b>5-Apr</b>	4/14/2023 <small>Friday</small>
	<small>Pay Per End Date:</small> 03/31/2023		<b>21-Mar</b> <small>Pay Per End Date: 03/31/2023</small>		<small>Pay Per End Date:</small> 03/31/2023		<small>Pay Per End Date:</small> 03/31/2023	
<b>APRIL 2023</b>	<b>ABS DEADLINE **</b> <b>18-Apr</b>	4/28/2023 <small>Friday</small>	<b>ABS DEADLINE **</b> <b>FINAL SCHEDULE CHANGES ^</b>	5/10/2023 <small>Wednesday</small>	<b>TIMECARD DEADLINE **</b> <b>1-May</b>	5/10/2023 <small>Wednesday</small>	<b>LATE/OT TC DEADLINE **</b> <b>5-May</b>	5/16/2023 <small>Tuesday</small>
	<small>Pay Per End Date:</small> 04/30/2023		<b>18-Apr</b> <small>Pay Per End Date: 04/30/2023</small>		<small>Pay Per End Date:</small> 04/30/2023		<small>Pay Per End Date:</small> 04/30/2023	
<b>MAY 2023</b>	<b>ABS DEADLINE **</b> <b>18-May</b>	5/31/2023 <small>Wednesday</small>	<b>ABS DEADLINE **</b> <b>FINAL SCHEDULE CHANGES ^</b>	6/8/2023 <small>Thursday</small>	<b>TIMECARD DEADLINE **</b> <b>5/30/23* (EARLY)</b>	6/8/2023 <small>Thursday</small>	<b>LATE/OT TC DEADLINE **</b> <b>5-Jun</b>	6/15/2023 <small>Thursday</small>
	<small>Pay Per End Date:</small> 05/31/2023		<b>18-May</b> <small>Pay Per End Date: 05/31/2023</small>		<small>Pay Per End Date:</small> 05/31/2023		<small>Pay Per End Date:</small> 05/31/2023	
<b>JUNE 2023</b>	<b>ABS DEADLINE **</b> <b>14-Jun</b>	6/29/2023 <small>Thursday</small>	<b>ABS DEADLINE **</b> <b>FINAL SCHEDULE CHANGES ^</b>	7/10/2023 <small>Monday</small>	<b>TIMECARD DEADLINE **</b> <b>6/28/23* (EARLY)</b>	7/10/2023 <small>Monday</small>	<b>LATE/OT TC DEADLINE **</b> <b>3-Jul</b>	7/13/2023 <small>Thursday</small>
	<small>Pay Per End Date:</small> 06/30/2023		<b>14-Jun</b> <small>Pay Per End Date: 6/30/2023</small>		<small>Pay Per End Date:</small> 6/30/2023		<small>Pay Per End Date:</small> 06/30/2023	

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 \*\* HR changes must be in Payroll by 2:00 p.m.