LONG BEACH COMMUNITY COLLEGE DISTRICT

2024-2025 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 2024	ABS DEADLINE ** **18-Jul** Pay Per End Date: 7/31/2024	7/31/2024 Wednesday	ABS DEADLINE ** Do NOT enter Absences for EQP **No EQP**	NO EQP	TIMECARD DEADLINE ** **7/29/24* (EARLY)** Pay Per End Date: 07/31/2024	8/8/2024 Thursday	LATE/OT TC DEADLINE **5-Aug** Pay Per End Date: 08/01/2024	8/15/2024 Thursday
AUGUST 2024	ABS DEADLINE ** **19-Aug** Pay Per End Date: 08/31/2024	8/30/2024 Friday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **19-Aug** Pay Per End Date: 08/31/2024	9/10/2024 Tuesday	TIMECARD DEADLINE ** **8/29/24* (EARLY)** Pay Per End Date: 08/31/2024	9/10/2024 Tuesday	LATE/OT TC DEADLINE **5-Sep** Pay Per End Date: 09/01/2024	9/16/2024 Monday
SEPTEMBER 2024	ABS DEADLINE ** **17-Sep** Pay Per End Date: 09/30/2024	9/30/2024 Monday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **17-Sep** Pay Per End Date: 09/30/2024	10/10/2024 Thursday	TIMECARD DEADLINE ** **9/30/24* (EARLY)** Pay Per End Date: 09/30/2024	10/10/2024 Thursday	LATE/OT TC DEADLINE **4-Oct** Pay Per End Date: 10/01/2024	10/16/2024 Wednesday
OCTOBER 2024	ABS DEADLINE ** **21-Oct** Pay Per End Date: 10/31/2024	10/31/2024 Thursday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **21-Oct** Pay Per End Date: 10/31/2024	11/8/2024 Friday	TIMECARD DEADLINE ** **10/30/24* (EARLY)** Pay Per End Date: 10/31/2024	11/8/2024 Friday	LATE/OT TC DEADLINE **5-Nov** Pay Per End Date: 11/01/2024	11/15/2024 Friday
NOVEMBER 2024	ABS DEADLINE ** **18-Nov** Pay Per End Date: 11/30/2024	11/27/2024 Wednesday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **18-Nov** Pay Per End Date: 11/30/2024	12/10/2024 Tuesday	TIMECARD DEADLINE ** **11/27/24* (EARLY)** Pay Per End Date: 11/30/2024	12/10/2024 Tuesday	LATE/OT TC DEADLINE **4-Dec** Pay Per End Date: 12/01/2024	12/16/2024 Monday
DECEMBER 2024	ABS DEADLINE ** **12-Dec** Pay Per End Date: 12/31/2024	12/24/2024 Tuesday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **12-Dec** Pay Per End Date: 12/31/2024	1/10/2025 Friday	TIMECARD DEADLINE ** **12/20/24* (EARLY)** Pay Per End Date: 12/31/2024	1/10/2025 Friday	LATE/OT TC DEADLINE **7-Jan** Pay Per End Date: 01/01/2025	1/16/2025 Thursday

^ 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

2024-2025 PAYROLL SCHEDULE (JANUARY - JUNE)

	REGULAR MONTHLY		ACADEMIC EQUAL PAY		HOURLY/DAILY TIMECARDS		LATE/SUPPLEMENTAL/C12 OT	
	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**)		**& 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 2025	ABS DEADLINE ** **17-Jan** Pay Per End Date: 01/31/2025	1/31/2025 Friday	ABS DEADLINE ** Do NOT enter Absences for EQP **No EQP**	NO EQP	TIMECARD DEADLINE ** **1/30/25* (EARLY)** Pay Per End Date: 01/31/2025	2/10/2025 Monday	LATE/OT TC DEADLINE ** **4-Feb** Pay Per End Date: 02/01/2025	2/13/2025 Thursday
FEBRUARY 2025	ABS DEADLINE ** **18-Feb** Pay Per End Date: 02/28/2025	2/28/2025 Friday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **18-Feb** Pay Per End Date: 02/28/2025	3/10/2025 Monday	TIMECARD DEADLINE ** **27-Feb** Pay Per End Date: 02/28/2025	3/10/2025 Monday	LATE/OT TC DEADLINE ** **4-Mar** Pay Per End Date: 03/01/2025	3/14/2025 Friday
MARCH 2025	ABS DEADLINE ** **17-Mar** Pay Per End Date: 03/31/2025	3/28/2025 Friday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **17-Mar** Pay Per End Date: 03/31/2025	4/10/2025 Thursday	TIMECARD DEADLINE ** **3/25/25* (EARLY)** Pay Per End Date: 03/31/2025	4/10/2025 Thursday	LATE/OT TC DEADLINE ** **7-Apr** Pay Per End Date: 04/01/2025	4/16/2025 Wednesday
APRIL 2025	ABS DEADLINE ** **18-Apr** Pay Per End Date: 04/30/2025	4/30/2025 Wednesday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **18-Apr** Pay Per End Date: 04/30/2025	5/9/2025 Friday	TIMECARD DEADLINE ** **29-Apr** Pay Per End Date: 04/30/2025	5/9/2025 Friday	LATE/OT TC DEADLINE ** **6-May** Pay Per End Date: 05/01/2025	5/16/2025 Friday
MAY 2025	ABS DEADLINE ** **19-May** Pay Per End Date: 05/31/2025	5/30/2025 Friday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **19-May** Pay Per End Date: 05/31/2025	6/10/2025 Tuesday	TIMECARD DEADLINE ** **5/29/25* (EARLY)** Pay Per End Date: 05/31/2025	6/10/2025 Tuesday	LATE/OT TC DEADLINE ** **3-Jun** Pay Per End Date: 06/01/2025	6/16/2025 Monday
JUNE 2025	ABS DEADLINE ** **12-Jun** Pay Per End Date: 06/30/2025	6/30/2025 Monday	ABS DEADLINE ** FINAL SCHEDULE CHANGES ^ **12-Jun** Pay Per End Date: 6/30/2025	7/10/2025 Thursday	TIMECARD DEADLINE ** **6/26/25* (EARLY)** Pay Per End Date: 06/30/2025	7/10/2025 Thursday	LATE/OT TC DEADLINE ** **2-Jul** Pay Per End Date: 07/01/2025	7/16/2025 Wednesday

^ 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.**