

COMMUNITY COLLEGES OF SPOKANE
Monthly Payroll Processing Schedule
July 2006 – June 2007

Monthly Payroll: Work Study Employees (AM, AP)
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Time Reporting Period	Due Dates (1)	Scheduled Payday
2006		
July 1 – 31, 2006	August 1, 2006	August 15, 2006
August 1 – 31	September 1	September 15
September 1 – 30	October 2	October 13
October 1 – 31	November 1	November 15
November 1 – 30	December 1	December 15
December 1 – 31	January 2, 2007	January 12, 2007
2007		
January 1 – 31, 2007	February 1, 2007	February 15, 2007
February 1 – 28	March 1	March 15
March 1 – 31	April 2	April 13
April 1 – 30	May 1	May 15
May 1 – 31	June 1	June 15
June 1 – 15	June 18 (2)	June 29
June 16 – 30	July 2 (2)	July 10

(1) Work study time sheets must be sent by the College financial Aid office to Payroll by the scheduled due dates.

(2) The Payroll office must receive two separate timesheets for the month of June.