

**COMMUNITY COLLEGES OF SPOKANE**  
**End of Year Payroll and Personnel Action Schedule**

July 7, 2004

The year-end schedule of critical payroll cutoff dates is listed below. It is imperative that the cutoff dates be met. If payroll information is received after a scheduled cutoff, employee paychecks could be delayed and expenditures will not be charged to the correct fiscal year. **Please note: Two timesheets must be submitted for the month of June for Hourly Academic Employees, Hourly Exempt Employees, and Work Study Employees.**

Employee Type	Time Reporting Period	Human Resource Office & Payroll Cutoffs	Scheduled Payday	Pay Cycle	Payroll Schedule	Fiscal Year
<b>Annually Contracted Academic Employee (AE)</b> Leave slips to payroll  Summer Contract (AG) to HRO	<b>Spring Quarter</b> June 1 – 15	June 16 (Payroll cutoff June 21)	June 25	S2	06A	03/04
	<b>Summer Quarter</b> June 23– June 30	<b>July 1</b> (Payroll cutoff July 6)	July 9	S3	071	04/05
<b>Contracted Adjunct Faculty (AH)</b> <sup>3</sup> Leave slips to payroll  Contracts to Human Resources	<b>Spring Quarter</b> May 16 - June 15	June 16 (Payroll cutoff June 24)	June 30	M2	06M	03/04
	<b>Summer Quarter</b> June 16 - June 30	<b>July 1</b> (Payroll cutoff July 6)	July 9	M2	071	04/05
<b>Hourly Academic Employees (AH)</b> <sup>3</sup> Time sheets to payroll	June 1 - 18	June 21 (Payroll cutoff July 1)	July 9	M3	06S	03/04
	June 19 - 30	<b>July 1</b> (Payroll cutoff July 9)	July 15	M3	07H	04/05
<b>Salaried Administrators (AA), Exempt (AB,AC,AZ), Classified (AK)</b> <sup>1</sup>  Time reports & leave slips to payroll	June 16 – 30	<b>July 1</b> (Payroll cutoff July 2)	July 9	S1	06B	03/04
<b>P.T. Hourly Exempt (AD)</b> <sup>3</sup> Time sheets to Payroll	June 1 - 18	June 21 (Payroll cutoff July 1)	July 9	M3	06S	03/04
	June 19 – 30	<b>July 1</b> Payroll cutoff July 9)	July 15	M3	07H	04/05
<b>Work Study (AM,AP)</b> <sup>2</sup>  Time sheets to Payroll	June 1 - 15	June 16 (Payroll cutoff June 24)	June 30	M1	06M	03/04
	June 16 - 30	<b>July 1</b> (Payroll cutoff July 2)	July 9	M1	06B	03/04

**NOTES:**

<sup>1</sup> Employee time sheets and leave authorizations are due in the Payroll office.

<sup>2</sup> Work study time sheets must be sent to the Payroll office from the Financial Aid office by the input cutoff date.

<sup>3</sup> Please confirm cutoff schedules for grant funded positions with Joan Ashworth in the Budget Office, @ 434-5182.

**Retirees/Separations:** Notices of retirement or separation must be sent to the Human Resources office by June 15 in order for termination pay to be included in the 2003/04 fiscal year.