

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

Monthly Payroll: Annually contracted academic employees
 Exempt employees
 Classified employees

Time Reporting Period	Due Dates	(1)	Scheduled Payday
2006			
July 1 – 15, 2006	July 17, 2006		July 25, 2006
July 16 – 31	August 1		August 10
August 1 – 15	August 16		August 25
August 16 – 31	September 1		September 11
September 1 – 15	September 18		September 25 (2)
September 16 – 30	October 2		October 10
October 1 – 15	October 16		October 25
October 16 – 31	November 1		November 9
November 1 – 15	November 16		November 22
November 16 – 30	December 1		December 11
December 1 – 15	December 18		December 22
December 16 – 31	January 2, 2007		January 10, 2007
2007			
January 1 – 15, 2007	January 16, 2007		January 25, 2007
January 16 – 31	February 1		February 9
February 1 – 15	February 16		February 26
February 16 – 28	March 1		March 9
March 1 – 15	March 16		March 26
March 16 – 31	April 2		April 10
April 1 – 15	April 16		April 25
April 16 – 30	May 1		May 10
May 1 – 15	May 16		May 25
May 16 – 31	June 1		June 11
June 1 – 15	June 18		June 25 (3)
June 16 – 30	July 2		July 10 (4)

- (1) The Payroll Office must receive leave slips and time reports for classified employees and leave slips for exempt employees by the above due dates.
- (2) First payday for 2006-2007 annually contracted academic employees.
- (3) Last payday for 2006-2007 annually contracted academic employees.
- (4) This payday does not include annually contracted academic employees.