

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

Monthly Payroll: Temporary & Exempt Hourly, Hourly Faculty
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Hourly faculty includes substitute faculty, hourly librarians, and counselors

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)	July 10
June 16 – 30 (3)	July 2 (2)	July 13

- (1) The Payroll office must receive time reports by these due dates.
- (2) The Payroll office must receive two separate time sheets for the month of June.
- (3) Charged to 2006-2007 fiscal year.