When is Payday?

- Payday is the last business day of each month (salaried employees), or the tenth of the following month (all others). Paychecks/Paystubs will be available for pick up on payday from 10:00am to 3:00pm at the Cashiers Office located in the Business Office Building (facing parking lot “A”). If they are not picked up they will be mailed at 3:00pm the same business day. **Note:** Picture ID is required to pick up your Paychecks/Paystubs.
- If the last day of the month or the tenth of the month fall on a Saturday or Sunday payday will be the Friday before.

**Example:**
- August 30, 2007, falls on a Sunday. Payday is Friday August 28th and checks will be available for pick up this day. Paychecks and Paystubs will be mailed at 3:00pm the same business day.
- September 10, 2007, falls on a Sunday. Payday is Friday September 8th and checks will be available for pick up this day. Paychecks and Paystubs will be mailed at 3:00pm the same business day.

Can someone else pick up my paycheck/paystub on my behalf?

- You may have someone else pick up your paycheck/paystub but they must have a letter with your original signature authorizing them to do so. The individual must also present a photo ID.

Payroll and Self Service Banner:

- Please understand that Payroll and Self Service Banner are not connected in ANY way. You must use your complete social security number or payroll issued employee ID# (looks like; 01-#####) on all timesheets or correspondence to Payroll – **NO G00 NUMBERS PLEASE!** Your name on your timesheet must match what is on your social security card.
- **Important!!** Always inform Human Resources (408-846-4964 or hr@gavilan.edu) of address changes so your W-2’s, paychecks and paystubs, will reach you. Again there is no connection between Payroll and Self Service Banner.

I am paid by the hour. What wages will be included on my payroll check?

- Gavilan’s attendance period is the 1st of the month through the 31st of the same month. Hourly employees will be paid on the tenth of the following month for any hours submitted on a timesheet to their department.

**Example:** The hours you work and submit on a timesheet from August 1 through August 31 will be paid on September 10.

Student Employees:

- Gavilan’s attendance period is the 21st of the month through the 20th of the following month. Student employees will be paid on the tenth of the month for any hours submitted on a timesheet to their department for the 21st through the 20th.

**Example:** The hours you work and submit on a timesheet from August 21 through September 20 will be paid on October 10th.

When and where do I submit my timesheets?

- All timesheets must be turned in to your department Lead, Director or Dean. **Please do not bring your timesheets to Payroll. We cannot accept them without proper signatures!** Your department Lead, Director or Dean has until the 2nd of each month to forward timesheets to payroll for pay. **All timesheets should be turned in on the last business day to your department Lead, Director or Dean.**

**Note:** Students may not submit timesheets directly to Payroll; they must go through their lead first. Students paid through Financial Aid Office must submit timesheets to the Financial Aid Office for processing. **All student timesheets must be turned in by the 20th of each month.**
What happens if I do not get my timesheet turned in on time?

- This is bad - very, very bad - for all of us. It can be a very long time between paydays when payroll is processed on a monthly basis. If you do not submit your timesheet to your department by the deadline, those hours will be entered as back pay on the next payroll which greatly increases the amount of work required by both your department and Payroll to process these hours for payment. Late timesheets also complicate – and slow down - the process of paying retroactive pay. **It is your responsibility to make sure your timesheet is always submitted on time!!**

Can I have my payroll check automatically deposited?

- Automatic deposit is available to permanent Support Staff, Faculty and Part Time Faculty employees paid by contract (this is not available to part-time faculty paid by timesheet). Payroll has a Direct Deposit request form for you to complete (located on the “intranet”). It takes two pay periods for your automatic deposit to take effect. When we first enter your information into the payroll system, our bank will process a dummy deposit (no money included) to verify the routing and account number you gave us. If there are no errors returned, your funds will be deposited the following month. If we do receive a rejection notice, we will contact you to get the correct information and begin the process again.

  **Important! Your bank account information is never deleted unless you request it, or terminate employment with Gavilan. You do not need to submit a new form each semester, however, you do need to submit a new form if your bank account changes.**

Even if your payroll funds are being automatically deposited, a check stub is issued to provide the details for your wages, taxes, deductions, etc. The check stub looks exactly the same as a live check and will be distributed in the same manner as a check. Employees with automatic deposit, still need to pick up the check stub at the Cashier’s Office on Payday or it will be mailed.

- **Note:** If you are having your payroll check direct deposited, please do not contact our office to ask what your deposit amount will be. That information is provided on your payroll check stub or can be obtained from your bank.

How do I request a copy of a check stub or W-2?

- First of all, the best advice we can give you is: do not lose them! The information provided on these documents is very important – especially if you are applying for a loan.

  **Check stubs.** We do not have copies of your check stub. If you email a request for payroll information to cmcewan@gavilan.edu, we will give you a printout which will have most of the same information but never the detail on the actual check stub. The printout Payroll provides will not have year-to-date information. Allow two to three weeks for Payroll to process your request.

  **W-2s.** Please send an email requesting the year you need. Allow two to three weeks following the request for Payroll to process.

  - **Special Note:** The Payroll Department cannot advise employees regarding tax shelter options, withholding exemptions, or allowances. Please see your personal accountant or tax specialist for advice.

Where can I find Payroll forms?

- The reception area of the Business Office will always have the forms. But best of all, we have all the above information and more posted on the Gavilan Website and Intranet.

  **Important!!!** Always inform Human Resources (408-846-4964 or hr@gavilan.edu) of address changes so your W-2’s, paychecks and paystubs, will reach you.