

To: Permanent Classified and Confidential Employees:

The due date for submitting additional hours and paid overtime has changed!

Recently, it has been decided by administration to change the pay period for all additional hours and paid overtime worked. Going forward, any additional hours and/or paid overtime worked shall be recorded on a separate timesheet and submitted to Payroll by the 17th of each month in order to be paid by the end of that same month.

For example:

Additional Hours & Paid overtime worked:	Timesheet due to Payroll:	Paid:
January 16 – Feb 15, 2019	Feb 18, 2019	February 28, 2019
February 16 – Mar 15, 2019	Mar 18, 2019	March 29, 2019
March 16 – April 15, 2019	Apr 17, 2019	April 30, 2019
April 16 – May 15, 2019	May 17, 2019	May 31, 2019
May 16 – June 15, 2019	June 17, 2019	June 28, 2019
June 16 – July 15, 2019	July 17, 2019	July 31, 2019
July 16 – August 15, 2019	Aug 19, 2019	August 30, 2019
August 16 – Sept 15, 2019	Sept 17, 2019	September 30, 2019
Sept 16 – Oct 15, 2019	Oct 17, 2019	October 31, 2019
October 16 – Nov 15, 2019	Nov 18, 2019	November 29, 2019
Nov 16 – Dec 15, 2019	Dec 17, 2019	December 31, 2019
Dec 16 – Jan 15, 2020	Dec 17, 2020	January 31, 2020

And so on ...

*** As normal, regular hours and overtime worked for comp will still be submitted on a regular timesheet and due to Payroll by the 2nd day of the following month. ***

New timesheets for additional hours and paid overtime worked will be coming soon. For now, just use a separate timesheet to record those hours.

If you have any questions, please feel free to contact the Payroll office.

- Lisa Zanella at (408)852-2899 email: azanella@gavilan.edu
- Margie Mastrini at (408)848-4718 email: mmastrini@gavilan.edu
- Laura Hagan at (408)852-2896 email: lhagan@gavilan.edu
- Wade Ellis at (408)848-4739 email: wellis@gavilan.edu.