



TAFT COLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Memorandum

Fiscal Services

Date: June 30, 2019

To: WKCCD Employees

From: Amanda Bauer, Director of Fiscal Services

Re: 2019-19 Payroll Deadlines

Attached is the 2019-19 payroll schedule with time card deadlines.

The deadlines outlined are when **original** time cards signed by **both** the employee and supervisor are due to the payroll office. Please note that due to auditing compliance, we cannot accept photocopied time cards in lieu of originals.

Since we are fiscally dependent on the county for processing the District's payroll, it is difficult to be flexible on these deadlines. Timecards submitted after deadline run the risk of being processed within the next available open payroll batch. If you foresee missing a scheduled deadline, please notify business office **prior** to the deadline and we will try to accommodate you the best we can.

Thank you for your understanding and support on meeting these deadlines. If you have any questions or concerns, please feel free to contact me at (661) 763 -7853.

Thank you,

Amanda Bauer
Director Fiscal Services
abauer@taftcollege.edu

**West Kern Community College District
Payroll Schedule
2018-2019**

Pay Cycle	Payroll Batch**	Scheduled Dates Included	Signed Time Cards Due to Payroll	Pay Day***
July 07	MID A	05/26/2018 - 06/30/2018	06/26/2018	07/10/2018
	MID B	05/26/2018 - 06/30/2018*	06/26/2018	07/13/2018
	EOM	07/01/2018 - 07/31/2018	08/01/2018	07/31/2018
Aug 08	MID A	07/01/2018 - 07/25/2018	07/26/2018	08/10/2018
	MID B	07/01/2018 - 07/25/2018*	07/26/2018	08/15/2018
	EOM	08/01/2018 - 08/31/2018	09/01/2018	08/31/2018
Sept 09	MID A	07/26/2018 - 08/25/2018	08/27/2018	09/07/2018
	MID B	07/26/2018 - 08/25/2018*	08/27/2018	09/14/2018
	EOM	09/01/2018 - 09/30/2018	10/01/2018	09/28/2018
Oct 10	MID A	08/26/2018 - 09/25/2018	09/26/2018	10/10/2018
	MID B	08/26/2018 - 09/25/2018*	09/26/2018	10/13/2018
	EOM	10/01/2018 - 10/31/2018	11/01/2018	10/31/2018
Nov 11	MID A	09/26/2018 - 10/25/2018	10/26/2018	11/09/2018
	MID B	09/26/2018 - 10/25/2018	10/26/2018	11/15/2018
	EOM	11/01/2018 - 11/30/2018	12/03/2018	11/30/2018
Dec 12	MID A	10/26/2018 - 11/25/2018	11/26/2018	12/10/2018
	MID B	10/26/2018 - 11/25/2018*	11/26/2018	12/14/2018
	EOM	12/01/2018 - 12/31/2018	01/01/2019	12/31/2018
Jan 01	MID A	11/26/2018 - 12/25/2018	12/21/2019	01/10/2019
	MID B	11/26/2018 - 12/25/2018	12/21/2019	01/12/2019
	EOM	01/01/2019 - 01/31/2019	02/01/2019	01/31/2019
Feb 02	MID A	12/26/2018 - 01/25/2019	01/26/2019	02/08/2019
	MID B	12/26/2018 - 01/25/2019*	01/26/2019	02/15/2019
	EOM	02/01/2019 - 02/28/2019	03/01/2019	02/28/2019
Mar 03	MID A	01/26/2019 - 02/25/2019	02/27/2019	03/08/2019
	MID B	01/26/2019 - 02/25/2019*	02/27/2019	03/15/2019
	EOM	03/01/2019 - 03/31/2019	04/01/2019	03/29/2019
Apr 04	MID A	02/26/2019 - 03/25/2019	03/26/2019	04/10/2019
	MID B	02/26/2019 - 03/25/2019*	03/26/2019	04/15/2019
	EOM	04/01/2019 - 04/30/2019	05/01/2019	04/30/2019
May 05	MID A	03/26/2019 - 04/25/2019	04/26/2019	05/10/2019
	MID B	03/26/2019 - 04/25/2019*	04/26/2019	05/15/2019
	EOM	05/01/2019 - 05/31/2019	07/01/2019	05/31/2019
Jun 06	MID A	04/26/2019 - 05/25/2019	05/27/2019	06/10/2019
	MID B	04/26/2019 - 05/25/2019*	05/27/2019	06/14/2019
	EOM	06/01/2019 - 06/30/2019	07/01/2019	06/28/2019

** Payroll Batch Parameters:

MID A - Full-Time Faculty Overload, PT Faculty Additional Duties

MID B - PT Faculty, Student Workers & Substitutes/Temps + Prior EOM's Classified Add'L Hrs*

EOM - Classified, Faculty & Management Contracted Salary

*** NOTE: Pay Day dates could change as county processing deadline change throughout the year.