

2022 - 2023 TIME CARDS-SUB JOBS & PAY DAY SCHEDULE

PAY PERIOD		DUE TO	PAY	
FROM	TO	PAYROLL BY 4:30 PM	DAY	
7/1/22	7/7/22	7/8/22	7/29/22	
7/8/22	8/9/22	8/10/22	8/31/22	
8/10/22	9/8/22	9/9/22	9/30/22	
9/9/22	10/7/22	10/10/22	10/31/22	
10/8/22	11/2/22	11/3/22	11/30/22	Early cut-off due to Thanksgiving Holiday
11/3/22	11/28/22	11/29/22	12/16/22	Early cut-off and pay day due to December Break
11/29/22	1/6/23	1/9/23	1/31/23	
1/7/23	2/3/23	2/6/23	2/28/23	Early cut-off due to February Break
2/4/23	3/8/23	3/9/23	3/30/23	Pay Day is One Day Early
3/9/23	4/5/23	4/6/23	4/28/23	
4/6/23	5/8/23	5/9/23	5/31/23	
5/9/23	6/7/23	6/8/23	6/30/23	
6/8/23	6/30/23	6/30/23 (2:00 PM)	7/8/23	

All paychecks and pay stubs will be mailed out from the County Office until further notice.

Signing up for Direct Deposit is highly recommended for all employees.

- > You can call or email us in Payroll for a Direct Deposit form or you can stop by our office to fill one out.
- > The Direct Deposit Authorization form is also located on the OGSD website.
- > **You will need either a voided check or a form from your bank that includes your name, the banking institution routing number, and your account number.**
- > Please notify the payroll department immediately if your banking institution or bank account number is changed.

Payroll Contact Info:

Certificated Payroll: Liz Garcia	elgarcia@ogsd.net	408-227-8300 x100219
Classified Payroll: Carin Hmieleski	chmieleski@ogsd.net	408-227-8300 x100218