

REVISED

2023 - 2024 TIME CARDS/SUB JOBS & PAY DAY SCHEDULE

| PAY PERIOD | | DUE TO | PAY | |
|------------|----------|-----------------------|----------|--|
| FROM | TO | PAYROLL BY 4:30 PM | DAY | |
| 7/1/23 | 7/14/23 | 7/17/23 | 7/31/23 | End date for July has been adjusted to align with the Summer Programs. |
| 7/15/23 | 8/9/23 | 8/10/23 | 8/31/23 | |
| 8/10/23 | 9/7/23 | 9/8/23 | 9/29/23 | |
| 9/8/23 | 10/9/23 | 10/10/23 | 10/31/23 | |
| 10/10/23 | 11/3/23 | 11/6/23 | 11/30/23 | Early cut-off due to Thanksgiving Holidays |
| 11/4/23 | 11/29/23 | 11/30/23 | 12/21/23 | Early cut-off and pay day due to December Break |
| 11/30/23 | 1/8/24 | 1/9/24 | 1/31/24 | |
| 1/9/24 | 2/5/24 | 2/6/24 | 2/29/24 | Early cut-off due to February Break |
| 2/6/24 | 3/7/24 | 3/8/24 | 3/29/24 | |
| 3/8/24 | 4/8/24 | 4/9/24 | 4/30/24 | |
| 4/9/24 | 5/8/24 | 5/9/24 | 5/31/24 | |
| 5/9/24 | 6/5/24 | 6/6/24 | 6/28/24 | |
| 6/6/24 | 6/30/24 | 7/1/24 (2:00 PM) | 7/10/24 | |

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

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: Shawna Feci sfeci@ogsd.net 408-227-8300 x100219
Classified Payroll: Carin Hmieleski chmieleski@ogsd.net 408-227-8300 x100218