

2024 - 2025 TIME CARDS/SUB JOBS & PAY DAY SCHEDULE - 2nd Revision

PAY PERIOD FROM	TO	DUE TO PAYROLL BY 4:30 PM	PAY DAY	
7/1/24	7/5/24	7/8/24	7/31/24	
7/8/24	8/7/24	8/8/24	8/30/24	
8/8/24	9/6/24	9/9/24	9/30/24	
9/9/24	10/9/24	10/10/24	10/31/24	
10/10/24	11/1/24	11/4/24	11/27/24	Early cut-off due to Thanksgiving Holidays
11/4/24	11/27/24	12/2/24	12/20/24	Early cut-off and pay day due to December Break
11/28/24	1/8/25	1/9/25	1/31/25	
1/9/25	2/4/25	2/5/25	2/28/25	Early cut-off due to February Break
2/5/25	3/6/25	3/7/25	3/28/25	
3/7/25	4/7/25	4/8/25	4/30/25	
4/8/25	5/7/25	5/8/25	5/30/25	
5/8/25	6/5/25	6/6/25	6/30/25	
6/6/25	6/30/25	7/1/25 (2:00 PM)	7/10/25	

All paychecks will be mailed out from the County Office.

Direct Deposit Pay Stubs will be available on ESS.

Contact Amy Nguyen for more information regarding ESS: atnguyen@ogsd.net x100220

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 to submit 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