

Date: September 29, 2026

To: All Hourly Classified Employees and Classified Substitutes

From: Mike Garcia, Interim Assistant Superintendent, Human Resources
 Alva Diaz, Interim Assistant Superintendent, Business Services

Subject: Hourly Classified Employee and Classified Substitute Changes

As part of the District's implementation of the new Human Capital Management (HCM) system, payroll procedures and pay schedules for Hourly Classified Employees and Classified Substitutes will change beginning with hours worked in October 2026.

Hourly Classified Employees and Classified Substitutes will be paid on a semi-monthly payroll schedule.

Employees will receive two regular paychecks each month based on the hours worked during the applicable pay period.

The first paycheck under the new payroll procedures is scheduled for October 23, 2026. **Please note: the paycheck will be a live check and will be mailed to the address currently on file with the district.**

Please ensure your mailing address on file is current. To update your mailing address, contact the Division of Human Resources at (562) 210-2005.

Please refer to the payroll schedule below:

PERIOD START DATE	PERIOD END DATE	TIMESHEET DUE	MAIL CHECK	PAY DATE
10/1/2026	10/15/2026	10/16/2026	10/22/2026	10/23/2026
10/16/2026	10/31/2026	10/30/2026	11/9/2026	11/10/2026
11/1/2026	11/15/2026	11/13/2026	11/23/2026	11/24/2026
11/16/2026	11/30/2026	12/1/2026	12/9/2026	12/10/2026
12/1/2026	12/15/2026	12/15/2026	12/22/2026	12/23/2026
12/16/2026	12/31/2026	12/23/2026	1/7/2027	1/8/2027
1/1/2027	1/15/2027	1/15/2027	1/22/2027	1/25/2027
1/16/2027	1/31/2027	2/1/2027	2/9/2027	2/10/2027
2/1/2027	2/15/2027	2/16/2027	2/24/2027	2/25/2027
2/16/2027	2/28/2027	3/1/2027	3/9/2027	3/10/2027

PERIOD START DATE	PERIOD END DATE	TIMESHEET DUE	MAIL CHECK	PAY DATE
3/1/2027	3/15/2027	3/16/2027	3/24/2027	3/25/2027
3/16/2027	3/31/2027	3/25/2027	4/8/2027	4/9/2027
4/1/2027	4/15/2027	4/16/2027	4/22/2027	4/23/2027
4/16/2027	4/30/2027	5/3/2027	5/7/2027	5/10/2027
5/1/2027	5/15/2027	5/17/2027	5/24/2027	5/25/2027
5/16/2027	5/31/2027	6/1/2027	6/9/2027	6/10/2027
6/1/2027	6/15/2027	6/16/2027	6/24/2027	6/25/2027

Please note pay date is subject to change to correlate with the LACOE holiday processing periods. Changes will be communicated as soon as they become available. For the most up-to-date payroll calendar, please see the Payroll Sharepoint page.

We appreciate your attention to this update and your cooperation during this transition.

If you have general questions, please contact the Payroll Department at **(562) 210-2404**.