

Shoreline Community College 2024 Payroll Cutoff Schedule

Pay Period	Working Period	Employee's Deadline for Absence Entry (Due at 3:00pm)	Supervisor's Deadline for approving Absence Entry (Due at 8.00am)	Employee's Deadline for Timesheet (Due at End of Workshift)	Supervisor's Deadline for approving Timesheet (Due at 10am)	New Hire Docs to HR Deadline	FWL to Payroll Deadlines (Due at 5pm)	Pay Date
12A	12/01-12/15/23	12/14/2023	Friday, December 15, 2023	Friday, December 15, 2023	Monday, December 18, 2023	12/14/2023	12/15/2023	12/22/2023
12B	12/16-12/31/23	12/28/2023*	Friday, December 29, 2023*	Friday, December 29, 2023*	Tuesday, January 2, 2024*	12/28/2023*	12/29/2023*	1/10/2023
01A	01/01-01/15/24	1/11/2024*	Friday, January 12, 2024*	Friday, January 12, 2024*	Tuesday, January 16, 2024*	1/11/2024*	1/12/2024*	1/25/2024
01B	01/16-01/31/24	1/30/2024	Wednesday, January 31, 2024	Wednesday, January 31, 2024	Thursday, February 1, 2024	1/30/2024	1/31/2024	2/9/2024
02A	02/01-02/15/24	2/14/2024	Thursday, February 15, 2024	Thursday, February 15, 2024	Thursday, February 16, 2024	2/14/2024	2/15/2024	2/26/2024
02B	02/16-02/28/24	2/28/2024	Thursday, February 29, 2024	Thursday, February 29, 2024	Wednesday, March 1, 2024	2/28/2024	2/29/2024	3/11/2024
03A	03/01-03/15/24	3/14/2024	Friday, March 15, 2024	Friday, March 15, 2024	Monday, March 18, 2024	3/14/2024	3/15/2024	3/25/2024
03B	03/16-3/31/24	3/28/2024	Friday, March 29, 2024*	Friday, March 29, 2024*	Monday, April 1, 2024	3/28/2024	3/29/2024*	4/10/2024
04A	04/01-04/15/24	4/12/2024	Monday, April 15, 2024	Monday, April 15, 2024	Tuesday, April 16, 2024	4/12/2024	4/15/2024	4/25/2024
04B	04/16-04/30/24	4/29/2024	Tuesday, April 30, 2024	Tuesday, April 30, 2024	Wednesday, May 1, 2024	4/29/2024	4/30/2024	5/10/2024
05A	05/01-05/15/24	5/14/2024	Wednesday, May 15, 2024	Wednesday, May 15, 2024	Thursday, May 16, 2024	5/14/2024	5/15/2024	5/25/2024
05B	05/16-05/31/24	5/30/2024	Friday, May 31, 2024	Friday, May 31, 2024	Monday, June 3, 2024	5/30/2024	5/31/2024	6/10/2024
06A	06/01-6/15/24	6/13/2024	Friday, June 14, 2024	Friday, June 14, 2024	Monday, June 17, 2024*	6/13/2024	6/14/2024*	6/25/2024
06B	06/16-06/30/24	6/27/2024	Friday, June 28, 2024	Friday, June 28, 2024	Monday, July 1, 2024*	6/27/2024	6/28/2024*	7/10/2024
07A	07/01-07/15/24	7/12/2024	Monday, July 15, 2024	Monday, July 15, 2024	Tuesday, July 16, 2024	7/12/2024	7/15/2024	7/25/2024
07B	07/16-07/31/24	7/30/2024	Wednesday, July 31, 2024	Wednesday, July 31, 2024	Thursday, August 1, 2024	7/30/2024	7/31/2024	8/9/2024
08A	08/1-08/15/24	8/14/2024	Thursday, August 15, 2024	Thursday, August 15, 2024	Wednesday, August 16, 2024	8/14/2024	8/15/2024	8/26/2024
08B	08/16-08/31/24	8/29/2024	Friday, August 30, 2024	Friday, August 30, 2024	Tuesday, September 3, 2024	8/29/2024	8/30/2024	9/10/2024
09A	09/01-09/15/24	9/12/2024*	Friday, September 13, 2024*	Friday, September 13, 2024*	Monday, September 16, 2024	9/12/2024*	9/13/2024*	9/25/2024
09B	09/16-09/30/24	9/27/2024*	Monday, September 30, 2024	Monday, September 30, 2024	Tuesday, October 1, 2024	9/27/2024*	9/30/2024	10/10/2024
10A	10/01-10/15/24	10/14/2024	Tuesday, October 15, 2024	Tuesday, October 15, 2024	Wednesday, October 16, 2024	10/14/2024	10/15/2024	10/25/2024
10B	10/16-10/31/24	10/30/2024	Thursday, October 31, 2024	Thursday, October 31, 2024	Friday, November 1, 2024	10/30/2024	10/31/2024	11/8/2024
11A	11/01-11/15/24	11/14/2024	Friday, November 15, 2024	Friday, November 15, 2024	Monday, November 18, 2024	11/14/2024	11/15/2024	11/25/2024
11B	11/16-11/30/24	11/26/2024*	Wednesday, November 27, 2024*	Wednesday, November 27, 2024*	Monday, December 2, 2024	11/26/2024*	11/27/2024*	12/10/2024
12A	12/01-12/15/24	12/13/2024*	Monday, December 16, 2024	Friday, December 13, 2024*	Monday, December 16, 2024	12/13/2024*	12/13/2024*	12/24/2024
12B	12/16-12/31/24	12/30/2024	Tuesday, January 31, 2024	Tuesday, January 31, 2024	Thursday, January 2, 2025	12/30/2024	1/31/2024	1/10/2025

** All Dates are Subject to Change**