

Santa Monica College
Combined myTime Payroll Schedule
TEMPORARY - INCLUDING NON-MERIT (HOURLY CLASSIFIED)
AND STUDENTS
July 2025 - December 2025

<u>Payroll Periods</u>	<u>Submission and Approval in myTime</u>	<u>Original Daily Hours Worked Report to Payroll</u>	<u>Checks Mailed</u>
07/01 thru 07/15	7/15	7/16	7/25
07/16 thru 07/31	7/31	8/01	8/08
08/01 thru 08/15	8/14	8/15	8/25
08/16 thru 08/31	8/28	8/29	9/10
09/01 thru 09/15	9/15	9/16	9/25
09/16 thru 09/30	9/30	10/01	10/10
10/01 thru 10/15	10/15	10/16	10/24
10/16 thru 10/31	10/30	10/31	11/10
11/01 thru 11/15	11/13	11/14	11/25*
11/16 thru 11/30	11/25	11/26	12/10
12/01 thru 12/15	12/11	12/12	12/23*
12/16 thru 12/31	12/22	12/23	1/09/26

*ISSUE DATE SUBJECT TO CHANGE

If you have any questions please contact the payroll department @ x4327.