

Santa Monica College
Combined MyTime Payroll Schedule
TEMPORARY - INCLUDING NON-MERIT (HOURLY CLASSIFIED)
AND STUDENTS
July 2026 - December 2026

<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 through 07/15	7/15	7/16	7/24
07/16 through 07/31	7/30	7/31	8/10
08/01 through 08/15	8/14	8/17	8/25
08/16 through 08/31	8/28	8/31	9/10
09/01 through 09/15	9/15	9/16	9/25
09/16 through 09/30	9/30	10/01	10/09
10/01 through 10/15	10/15	10/16	10/23
10/16 through 10/31	10/29	10/30	11/10
11/01 through 11/15	11/13	11/16	11/25*
11/16 through 11/30	11/25	11/30	12/10
12/01 through 12/15	12/14	12/15	12/23*
12/16 through 12/31	12/22	12/23	1/08/27

*ISSUE DATE SUBJECT TO CHANGE

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