

2017-2018 Payroll Dates

July 31, 2017	Monday
August 31, 2017	Thursday
September 29, 2017	Friday
October 31, 2017	Tuesday
November 30, 2017	Thursday
December 15, 2017	Friday
January 31, 2018	Wednesday
February 28, 2018	Wednesday
March 29, 2018	Thursday
April 30, 2018	Monday
May 31, 2018	Thursday
June 29, 2018	Friday

Important Information:

- All New Employees will receive a **paper paycheck** for their initial payday. It must be picked up from the Payroll Department **by 3:00 pm** on your first Pay Day or it will be mailed out to your mailing address. All paychecks after that will be Direct Deposited into your checking or savings account, if you have elected to set up a Direct Deposit payments.
- Please make sure your **log on and register** for the PeopleSoft Employee Self-Service to view your electronic paystubs online. (See Guide)

If you have any payroll questions, you can contact the payroll department:

Pam Crist, Payroll Accountant (760) 787-2027

Lisa Virgilio, Payroll Accountant (760) 787-2026

Ashley Farmer, Clerk (760) 787-2031