

2016-2017 Payroll Dates

July 29, 2016	Friday
August 31, 2016	Wednesday
September 30, 2016	Friday
October 31, 2016	Monday
November 30, 2016	Wednesday
December 16, 2016	Friday
January 31, 2017	Tuesday
February 28, 2017	Tuesday
March 30, 2017	Thursday
April 28, 2017	Friday
May 31, 2017	Wednesday
June 30, 2017	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

Rebecca Dotterer, Payroll Accountant (760) 787-2026

Ashley Farmer, Clerk (760) 787-2031