

Santa Monica College Combined myTime Payroll Schedule  
 Temporary - Including Non-Merit (Hourly Classified) and Students  
 July – December 2023

Payroll Periods	Submission & Approval in myTime	Original Daily Worked report to Payroll	Checks Mailed
7/01 - 7/15	7/14	7/17	7/25
7/16 - 7/31	7/31	8/01	8/10
8/01 - 8/15	8/15	8/16	8/25
8/16 - 8/31	8/30	8/31	9/08
9/01 - 9/15	9/15	9/18	9/25
9/16 - 9/30	9/29	10/02	10/10
10/01 - 10/15	10/13	10/16	10/25
10/16 - 10/31	10/31	11/01	11/09
11/01 - 11/15	11/15	11/16	11/22*
11/16 - 11/30	11/30	12/01	12/08
12/01 - 12/15	12/15	12/18	12/20*
12/16 - 12/31	12/20	12/21	1/10/24

\*Issue Date Subject to Change  
 If you have any questions, contact the Payroll Department at (310) 434-4327.