

JOB PLACEMENT CENTER
2023-2024

MONTH	PAY PERIOD	Time Sheet Due	CHECK MAILED
July	06/16-07/15	7/17/2023	August 10, 2023
August	07/16-08/15	8/16/2023	September 8, 2023
September	08/16-09/15	9/18/2023	October 10, 2023
October	09/16-10/15	10/16/2023	November 10, 2023
November	10/16-11/15	11/16/2023	December 8, 2023
December	11/16-12/15	12/18/2023	January 10, 2024
January	12/16-01/15	1/16/2024	February 9, 2024
February	01/16-02/15	2/16/2024	March 8, 2024
March	02/16-03/15	3/18/2024	April 10, 2024
April	03/16-04/15	4/16/2024	May 10, 2024
May	04/16-05/15	5/16/2024	June 10, 2024
June	05/16-06/15	6/17/2024	July 10, 2024

Timesheets must be in the Job Placement Center, SV 3rd. Floor, Career Services, by 3:00 p.m. on the due date **SUPERVISORS MUST TURN IN THE TIMESHEETS**
HOURS WORKED ON SATURDAY, SUNDAY OR HOLIDAYS MUST BE APPROVED AND INITIALED BY THE SUPERVISOR ON THE TIMESHEET.

Hours worked during school breaks **require prior approval** from Job Placement.

Timesheets must be filled out in ink or typed, pencil will not be accepted.
Incorrect, unsigned or late time sheets may result in one month delay of paycheck.
List only hours worked within the corresponding pay period.

* Inquire at Job Placement if you have not received your check by the 15th.

*Please send all timesheets to: jobplace@glendale.edu

2023-2024 Glendale Community College Student Worker Payroll Calendar



Campus Closed, need prior approval to work

■ First Day of Payroll Cycle; 16th of the month

◆ Last Day of Payroll Cycle; 15th of the month

Payroll Cycle: XX/16/2023 - XX/15/2023

Paychecks mailed on 10th of following month

☐ Timesheet Due Date

Example: July Payroll, 06/16/2023 - 07/15/2023

▲ Paycheck Mailed on 10th of month

Paychecks mailed on 08/10/2023

Calendar subject to change

■ *First day of July cycle was 06/16/2023

July 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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HOLIDAYS FOR ACADEMIC YEAR 2023-2024

Independence Day	Tuesday, July 4, 2023	Campus	Closed
Labor Day	Monday, September 4, 2023	Campus	Closed
Veterans Day	Friday, November 10, 2023	Campus	Closed
Thanksgiving Vacation	Thurs, November 23,24,25 2023	Campus	Closed
Campus Closed	Friday, December 22, 2023 to Monday, January 1, 2024	Campus	Closed
Martin Luther King Jr Day	Monday, January 15, 2024	Campus	Closed
Lincoln Day	Friday, February 16, 2024	Campus	Closed
Washington Day	Monday, February 19, 2024	Campus	Closed
Cesar Chavez Day	Monday, April 1, 2024	Campus	Closed
Spring Break	Monday, April 15 to Saturday, April 20, 2024	Campus	Closed
Armenian Genocide Remembrance	Wednesday, April 24, 2024	Campus	Closed
Memorial Day	Monday, May 27 2024	Campus	Closed
Juneteenth	Wednesday, June 19, 2024	Campus	Closed

ACADEMIC YEAR 2023-2024

2023 Summer Session: June 20, 2023 to August 25, 2023
2023 Fall Semester: August 28, 2023 to December 16, 2023
2024 Winter Session: January 8, 2024 to February 15, 2024
2024 Spring Semester: February 20, 2024 to June 12, 2024
*campus open during spring break