

Payroll FAQ Sheet

When do I get paid?

- With our Banner Payroll System, employees are only paid once a month. Your primary position drives what day of the month that you are paid. Either you are paid at the end of the month or on the 10th of the following month.

Who is paid at the end of the month?

- Full-time faculty, part-time contracted faculty, classified and confidential employees, managers, directors, administrators whose primary position are paid by contract or monthly salary are paid at the end of the month. The pay period runs from the 1st through the end of the month.

Who is paid on the 10th of the following month?

- Part-time faculty who are paid by timesheets, non-credit faculty, JPA's, hourly classified substitutes & temps, professional experts, and student workers are paid on the 10th of the following month. The pay period runs from the 21st through the 20th of the following month.

When do I get paid if my pay date falls on the weekend?

- If your pay date falls on the weekend, then you will be paid on the last business day prior to the weekend.

Do I get paid if the campus is closed due to an emergency or other causes not within Gavilan's control, for example, an earthquake?

- All bargaining unit members scheduled to work on a day that the campus is closed due to an emergency closure day will be paid as if they worked their regular schedule. This includes full-time & part-time faculty, classified and confidential employees, managers, directors, and administrators are paid their regular hours. If the employee had requested time off prior to the closure, then the employee must use their benefit time.
- Classified substitutes & temps, professional experts, and student workers are only paid the hours that they worked, not what they were scheduled to work on the day that the campus was closed.

Who should I contact if I have any Payroll questions?

- Email the payroll office at payroll@gavilan.edu
- Chris Krygier at (408) 852-2899 or email: ckrygier@gavilan.edu
- Margie Mastrini at (408) 848-4718 or email: mmastrini@gavilan.edu
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- Michelle Anaya at (408) 848-4739 or email: tanaya@gavilan.edu