



RanchoTIME

INSTRUCTIONAL GUIDE

Academic / Faculty

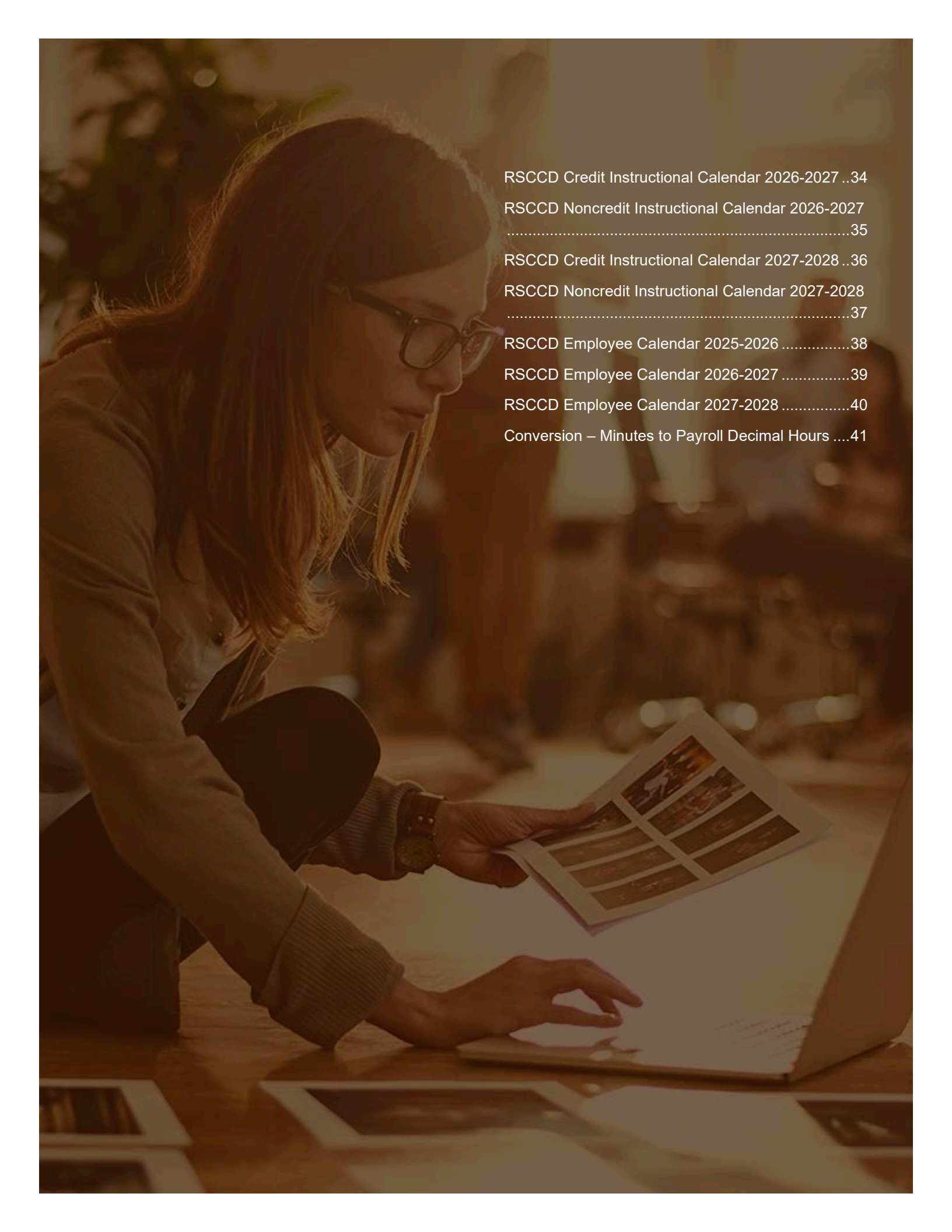
Full- and Part-time

*Rancho Santiago Community
College District*



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A woman with long blonde hair and glasses is sitting at a desk, looking at a laptop screen. She is holding a document with several small images on it. The background is blurred, showing other people in a room. The overall lighting is warm and dim.

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Introduction

This manual is provided as a resource guide for payroll reporting, time and attendance, and leave of absence accounting for Rancho Santiago Community College District employees. It is not intended to interpret CSEA 579, CSEA 888, FARSCCD, or the CEFA bargaining unit contracts (MOU's), administrative educational codes, RSCCD board policies, nor any federal and state regulations governing wage and hour laws. The manual must be referenced in conjunction with all appropriate contracts and published policy language. Please consult with the Human Resources Department regarding the eligibility and qualifications of the various leave of absences offered by the district.

This manual also contains timekeeper's instructions, roles, and responsibilities for reporting absences.

Included in this manual, are instructions for employees to register with the Employee Information System (EIS) where employees can view and/or print paystubs, W-2's, and review any applicable leave balances.

Payroll FAQ's

<https://www.rsccd.edu/Departments/Payroll/Documents/rsccd-payroll-manual-faq1.pdf>

Payroll Department Contacts

Office Hours: 7:30 AM – 5:00 PM Monday – Friday

| | | |
|--|--|-----------------------|
| Payroll Department | | (714) 480-7526 |
| Payroll Manager | Nancy Tanner | (714) 480-7520 |
| Academic Payroll Full-time, Part-time, Hourly - A-J | Sherri Basham Sr. Payroll Specialist | (714) 480-7523 |
| Academic Payroll Full-time, Part-time, Hourly – K-M Classified Payroll Full-time, Part-time, Hourly | Jonathan Antonio Sr. Payroll Specialist | (714) 480-7403 |
| Academic Payroll Full-time, Part-time & Hourly - N-Z | Maureen Johnson Payroll Specialist | (714) 480-7525 |
| Classified Payroll Full-time, Ongoing, Short-term & Students A – L | Dana Ericson Sr. Payroll Specialist | (714) 480-7521 |
| Classified Payroll Full-time, Ongoing, Short-term & Students M – Z | Fabiola Ceja Payroll Specialist | (714) 480-7524 |
| General Inquiries | | (714) 480-7522 |

Employee Types

The below list shows the different types of employees we have at RSCCD.

- Faculty 175-day contract
- Faculty 192-day contract
- Faculty 212-day contract (CDC)
- Faculty 225-day contract
- Academic Hourly (Adjunct) Credit
- Academic Hourly Non-Credit
- Miscellaneous Hourly both Academic and Classified

Pay Periods and Payroll Deadlines

| Certificated Pay Schedule | | | | | | |
|---------------------------|-------|----------------------|--------------------------|-----------------------------------|------------|-------------------|
| PAY DATES | PAY # | TIME SHEET PAY DATES | FACULTY 175 DAY CONTRACT | CERTIFICATED 129/225/212 CONTRACT | CREDIT LHE | CREDIT LHE SUMMER |
| JUL 31 | 01A | 06/09-07/08 | | 1 | | FT 2/PT 1 |
| AUG 31 | 02A | 07/09-08/08 | 1 | 2 | | PT 2 |
| SEPT 30 | 03A | 08/09-09/08 | 2 | 3 | FALL 1 | |
| OCT 31 | 04A | 09/09-10/08 | 3 | 4 | FALL 2 | |
| NOV 30 | 05A | 10/09-11/08 | 4 | 5 | FALL 3 | |
| JAN 02 | 06A | 11/09-12/08 | 5 | 6 | FALL 4 | |
| JAN 31 | 07A | 12/09-01/08 | 6 | 7 | SI 1 | |
| FEB 28 | 08A | 01/09-02/08 | 7 | 8 | SPR 1 | |
| MAR 31 | 09A | 02/09-03/08 | 8 | 9 | SPR 2 | |
| APR 30 | 10A | 03/09-04/08 | 9 | 10 | SPR 3 | |
| MAY 31 | 11A | 04/09-05/08 | 10 | 11 | SPR 4 | |
| JUN 30 | 12A | 05/09-06/08 | | 12 | | FT 1 |

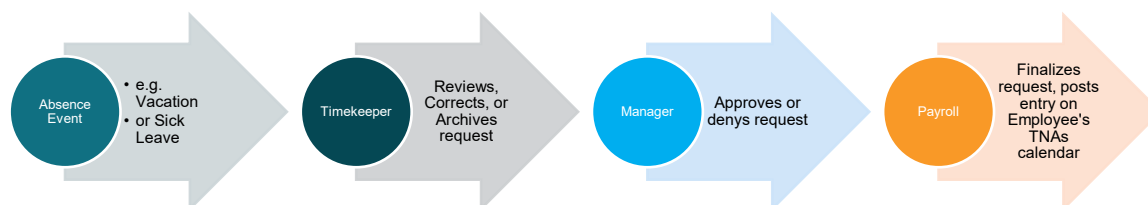
| Non-Credit Pay Schedule | | | | |
|-------------------------|-------|----------------------|---------------------------|--------------------------------------|
| PAY DATES | PAY # | TIME SHEET PAY DATES | LHE PAY START & END DATES | CONT ED LHE SESSIONS |
| SEPT 30 | 03A | 08/09-09/08 | 08/09-09/08 | FALL 1 |
| OCT 31 | 04A | 09/09-10/08 | 09/09-10/08 | FALL 2 |
| NOV 30 | 05A | 10/09-11/08 | 10/09-11/08 | FALL 3 |
| JAN 02 | 06A | 11/09-12/08 | 11/09-12/31 | FALL 4 |
| JAN 31 | 07A | | 11/09-12/31 | FALL 5 |
| JAN 31 | 07A | 12/09-01/08 | 01/01-01/08 | SPR 1 – Only if start prior to 01/09 |
| FEB 28/29 | 08A | 01/09-02/08 | 01/09-02/08 | SPR 2 |
| MAR 31 | 09A | 02/09-03/08 | 02/09-03/08 | SPR 3 |
| APR 30 | 10A | 03/09-04/08 | 03/09-04/08 | SPR 4 |
| MAY 31 | 11A | 04/09-05/08 | 04/09-05/08 | SPR 5 |
| JUN 30 | 12A | 05/09-06/08 | 05/09-06/08 | SPR 6 |
| JUN 30 | 12A | | 05/09-06/08 | SUM 1 |
| JUL 31 | 01A | 06/09-07/08 | 06/09-07/08 | SUM 2 |
| AUG 31 | 02A | 07/09-08/08 | 07/09-08/08 | SUM 3 |

RSCCD Payroll Due Dates 2025-2026 Fiscal Year (Jul-Jun)

| Academic 2025-2026 Fiscal Year (July-June) | | | |
|---|-------------|--------------------|------------|
| Payroll | Pay Period | Timesheet Due Date | Pay Date |
| 1A | 06/09-06/30 | 06/26/2025 | 07/31/2025 |
| 1A | 07/01-07/08 | 07/11/2025 | 07/31/2025 |
| 2A | 07/09-08/08 | 08/13/2025 | 08/29/2025 |
| 3A | 08/09-09/08 | 09/12/2025 | 09/30/2025 |
| 4A | 09/09-10/08 | 10/10/2025 | 10/31/2025 |
| 5A | 10/09-11/08 | 11/14/2025 | 11/28/2025 |
| 6A | 11/09-12/08 | 12/12/2025 | 01/02/2026 |
| 7A | 12/09-01/08 | 01/09/2026 | 01/30/2026 |
| 8A | 01/09-02/08 | 02/12/2026 | 02/27/2026 |
| 9A | 02/09-03/08 | 03/13/2026 | 03/31/2026 |
| 10A | 03/09-04/08 | 04/14/2026 | 04/30/2026 |
| 11A | 04/09-05/08 | 05/12/2026 | 05/29/2026 |
| 12A | 05/09-06/08 | 06/11/2026 | 06/30/2026 |

Reporting Absences

All absences must be reported using the Absence eForm link in *Self-Service*.



Each department has a designated reviewer, known as a Timekeeper. In addition, each employee has a designated approver, generally a manager, who is responsible for certifying their absences. Absence requests are automatically forwarded to the department's Timekeeper for initial approval. Timekeepers are responsible for monitoring their queues using Perceptive Content. At this point, the Timekeeper/Approver should review the submitted absence form and ensure that it is properly formatted and that it includes the correct information (e.g. proper code usage, correct day(s) of the week requested, proper formatting of hours as HH:MM not percentages, etc.). Should the absence form require any corrections, it is strongly recommended that the Timekeeper/Approver make the necessary change(s) and then insert a comment describing the nature of the change made and click "Add Comment."

The Manager and Timekeeper have the ability to enter time on behalf of an employee if necessary. The system generates an e-mail notification to the employee whenever an absence card is approved or denied by the Manager and Payroll.

Payroll Corrections

On occasion, Payroll may return an absence card to the Timekeeper's or Supervisor's queue. The Payroll Specialist will include a comment explaining the reason for the card's rejection; the absence card will need to be corrected or additional information will need to be provided before it can be resubmitted for processing.

Attachments and Comments

Attachments may include jury duty summons, doctor's notes, and leave of absence applications. The comments box can also be used by the Employee, Timekeeper, and/or Manager to facilitate the exchange of information about the absence being submitted.

Archiving function

Timekeepers and Managers have the ability to archive a request. The archive function removes the card from the workflow, the card will not be posted by Payroll and will remain in the employee's file as unprocessed. It *will not* be posted on the employee's time and attendance calendar. The archive function can be used to remove cards that have been submitted in error. Please note that the archive option is available to *Image Now* users, but unavailable to *Perceptive Experience* users.

To archive a request, click on the following icon in Perceptive Content.



Cancelling a request

To cancel a request already submitted to Payroll, the employee will need to resubmit a new absence card. The new card should include the dates and times that the employee wishes to cancel. For example, to cancel a request for 7/1/2021, the employee will need to submit a new request, enter the absence code, date, and enter the time requested as 00:00. A comment should also be included to clarify the transaction.

ABSENCE CODES

The following codes are available for selection when submitting an absence card. *Code availability will depend on the employee classification and collective bargaining agreement.*

MDA – Medical / Dental Appointment

Sick leave may be used for employee visits to medical doctors, dentists, optometrists, oculists, chiropractors, chiropractors, psychiatrists, and Christian Science practitioners. Upon approval of the immediate administrator, such leave shall be reasonably scheduled as to not interfere with the operations of the District and shall be of reasonable duration. Code MDA does not have an annual limit.

PRN – Personal Necessity

Employees may be granted a maximum of 6 days (Academic employees) leave of absence in any school year without loss of pay in cases of personal necessity. Such leave shall be deducted from the employee's accumulated sick leave. Personal necessity leave may include serious illness, accidents involving property damage, court appearances as litigant or witness, or compelling personal importance (2 days). Please consult appropriate collective bargaining agreement for additional information regarding eligibility.

JDL – Judicial Leave

An employee called for jury duty or as a witness in the manner provided by law, except when called as a witness adverse to the district or as a party in an action against the district, employees shall be granted leave of absence without loss of pay for the time required to perform jury duty or act as a witness during the employee's regular assigned working hours. Complete an absence card showing the dates and hours the employee is out on jury duty. Include a copy of the jury certification slip and a copy of the court summons. Please refer to your Collective Bargaining Agreements for additional information.

BRL – Bereavement Leave per bargaining unit contract language

CSEA 888

Unit employees shall be granted, without loss of salary or other benefits, a leave of absence of five (5) working days due to the death of the unit member's spouse, parent, or child.

FARSCCD

Faculty members shall be granted, without loss of salary or other benefits, five (5) day of absence due to the death of the employee's spouse, parent, domestic partner, child stepchild and the children of the domestic partner of the employee.

Employees may be granted, without loss of salary or other benefits, leave of absence not to exceed three (3) regularly assigned working days, or five (5) if extended travel is required upon the death of any member of the employee's immediate family*. (See chart below.)

IMMEDIATE FAMILY: Per bargaining unit contract language

CSEA 888: Blood, step and foster relatives limited to the parent, grandparent, grandchild, spouse, child, son-in-law, daughter-in-law, sibling, brother-in-law, sister-in-law, mother-in-law, father-in-law, or any relative living in the immediate household of the unit member.

FARSCCD: Blood, step and foster relations limited to a parent, grandparent, grandchild, spouse, domestic partner, child, stepchild, sibling, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, or father-in-law of the employee or his/her spouse or domestic partner.

CEFA: Blood, adopted, step, foster relations limited to the mother, father, grandmother, grandfather, or grandchild of the unit member, or the spouse of the unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the unit member, or any person living in the immediate household of the unit member excluding strictly landlord/tenant relationships.

BTT – Bereavement travel time per bargaining unit contract language

Travel Time Eligibility

| | |
|----------|---|
| CSEA 888 | 200 miles travel in one direction for immediate family member |
| FARSCCD | Out of State or exceeds 200 Land miles one way |
| CEFA | Exceeds 200 Land miles one-way, immediate family |

In the comments section please indicate the relationship of the deceased and/or the miles/state to which you traveled.

FCL – Family Care Leave

Effective January 1, 2000 employees may use 6 days of paid sick leave to care for an ill child, parent, or spouse of the employee. “The minimum amount of accrued sick leave which may be used shall not be less than that amount of sick leave that would have been accrued during six months.”

Complete an absence card using the Code, “FCL” and indicate in the comments area FAMILY CARE LEAVE, and the relationship to the ill family member.

Leave of Absence

Leaves vary by collective bargaining agreements, as each contract has different definitions and eligibility requirements for the utilization of an extended leave of absence. However, there are certain leaves that follow basic federal and state rules, these types of leaves include pregnancy and disability, maternity and parental bonding, and the Family Medical Leave Act.

These leaves **MUST** be initiated through the Human Resources department. Employees will be responsible for submitting all appropriate forms including doctor's notes to Human Resources. Employees will also be required to submit **ALL** absence requests for the duration of the leave via *Self-Service*. Failure to do so will result in overpayments.

Electronic forms and additional information can be retrieved via the following link:

<https://intranet.rscdd.edu/HumanResources/Pages/DOCUMENTS-and-FORMS.aspx>

[Leave of Absence Application](#)

[Parental Leave Request Form](#)

[Parental Leave FAQs](#)

[Family Leave Form](#)

[Family Medical Leave Procedure](#)

[Family Medical Leave Documentation: Employee's Serious Health Condition or Pregnancy-Related Disability](#)

Human Resources: 714-480-7483

Leave Eligibility Chart

| RSCCD | | Holiday Pay | Vacation | Sick Leave | Personal Necessity Charged to Sick Leave | Family Care Leave Charged to Sick Leave | Extended Sick Leave @ 50% Pay (100 days maximum) | Bereavement Leave | Jury Duty | W/C Leave |
|--------------------------------------|--------------------------|-------------|----------|------------|--|---|--|-------------------|-----------|-----------|
| A C A D E M I C | Administrator | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Faculty - 175 days | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Faculty - 192 days | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Faculty - 207 days (CDC) | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Faculty - 225 days | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Adjuct Hourly | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Miscellaneous hourly | | ✓ | | | | | | | |

Annual Sick Leave Accruals

| | 12 Months | 11 Months | 10 Months |
|-----------------------------------|-----------------------|-----------------------|-----------------------|
| | Annual Accrual | Annual Accrual | Annual Accrual |
| Administrators (Academic) | 12 days (96 hours) | | |
| Managers/Supervisors (CDC) | 12 days (96 hours) | | |
| Faculty – 175 days | | | 12 days (80 hours) |
| Faculty – 192 days | | 12 days (88 hours) | |
| Faculty – 212 days (CDC) | 12 days (96 hours) | | |
| Faculty – 225 days | 12 days (96 hours) | | |

| Annual Sick Leave Accruals – Hourly | | |
|---|-----------------------|--------------------|
| | Hours Worked | Sick Leave Accrued |
| Academic – Hourly Credit (FARSCCD) | 1 (LHE) - 18 hours | 1.0 hour |
| Department Chair | 1 (LHE) - 36 hours | 1.0 hour |
| Lab | 0.9 (LHE) - 20 hours | 1.0 hour |
| Lab-H | 1 (LHE) - 18 hours | 1.0 hour |
| Librarian | 1 (LHE) – 37.33 hours | 1.0 hour |
| Counselor | 1 (LHE) – 42 hours | 1.0 hour |
| Reassigned Time | 1 (LHE) – 36 hours | 1.0 hour |
| FX | 1 (LHE) – 36 hours | 1.0 hour |
| Academic – Hourly Credit (CEFA) | 17 hours | 1.0 hour |
| Hourly employees accrue sick leave each month. It cannot be used prior to the month it is accrued. | | |

Sick Leave for Full-time Academic Employees

SICK LEAVE

- Full-time employees shall be entitled to one day (8 hours) of sick leave for each month of service per fiscal year. This amount is prorated for those employees with contracts less than 100%.
 - 175-day employees accrue 12 days of sick leave
 - 192-day employees accrue 12 days of sick leave
 - 212-day employees accrue 12 days of sick leave (CSEA 888)
 - 225-day employees accrue 12 days of sick leave
 - 242-day employees accrue 12 days of sick leave
- The sick leave is advanced at the beginning of each fiscal year (July 1) to full-time, 12-month (225, 192), or August 1 to full-time, 10-month (175-day contract) at the start of the assignment.
- For absences less than a full day, fractional days shall be used.
- Sick leave is accumulated from year to year, and unused sick leave is creditable toward retirement with STRS.
- Sick leave can also be transferred from another K-12 or Community College District according to Education Code: 44979, 88202, 87782, 87783 and 87785. Contact Human Resources for the proper form.
- All sick leave absences for the contract year shall be reported in HOURS & MINUTES on the online Absence eForm in Self-Service.
- If an absence occurs that crosses different months (Feb 26- March 3), please report each month on a separate form. (e.g. Feb 26-28 on one and March 1-3 on another).
 - If an employee will be out for an extended period of time, the employee must submit a doctor's note to the Human Resources department and submit absence cards for the duration of the absence. Do not wait until the employee returns to submit the absence cards. Failure to submit the absence card in a timely manner will result in overpayment. The employee does not need to sign the absence card as long as the card has been signed by the appropriate administrator/manager.

All absences for Load and Overload Assignments must be reported in hours on an Academic Employee Absence Form on Self-Service.

FULL-TIME ACADEMIC

Regular Session – Fall & Spring Load

Complete Full-time Academic Instructors Absence Card for Regular Session, Fall and Spring Absences. Time is submitted based on your contract forty (40) hour work week.

Enter as hours:minutes (e.g. 1:15, 8:00) Absent and hours scheduled for each day. If out the full day, it will process and post as 8 hours. If a partial day, the Absence Card will calculate the time based on the ratio of time off. When an Instructor/Counselor is off the full week, no matter how many days scheduled, the absence will be for 40.0 hours.

Summer and Intersession

Balances are shown in Other Events as Summer Sick. Positive hours are accruals and negative hours shows time taken. Complete **Part-time Academic Instructors Absence Card** via Self-Service.

Submit actual hours:minutes of absence on this form.

Summer Sick can only be used for Summer/Intersession Absences.

Overload Sick

Balances are shown in Other Event as OLS. Positive hours are accruals and negative hours shows time taken. Complete **Part-time Academic Instructors Absence Card** via Self-Service.

Overload Sick can only be used for Overload Absences. If Overload Sick is exhausted then regular sick can be used to receive pay. If no other sick hours are available, then hours will be docked when Overload is not worked.

Sick Leave for Part-time Academic Employees

COLLEGE CREDIT INSTRUCTORS (FARSCCD)

Part-time faculty members employed on an LHE basis shall earn sick leave at the rate of one (1) hour of sick leave per semester for each LHE per semester.

CONTINUING EDUCATION INSTRUCTORS (CEFA)

Continuing Education Instructors shall earn Sick Leave at the rate of one (1) hour of sick leave per semester for every 17 hours worked per semester.

Sick leave is accrued each month, and must be accrued before it can be used. Leave accrued one pay period and/or month cannot be used until the first day of the following pay period and/or month.

Sick leave is accumulated from year to year.

All Sick Leave absences during spring and fall semesters shall be reported in hours on the Absence Form in Self-Service.

Extended Sick Leave @ 50%

An employee whose sick leave, including current and accrued, has exhausted, and where the total of such sick leave used in a given fiscal year is less than one-hundred (100) working days, shall be entitled to and be compensated at fifty percent (50%) of his/her daily rate for the balance of one hundred (100) days.

DOCTOR'S STATEMENT: per bargaining unit contract language

CSEA 888: A regular unit member shall be required to present a doctor's statement stating the nature of the illness or injury and the date the employee is able to return to full time service to qualify for this extended leave benefit. (Article 3.7.2)

FARSCCD: A faculty may be required to present a doctor's statement stating the nature of the illness or injury to qualify for these benefits. (Article 4.8.3)

Prior to returning to work, a faculty member shall be required to present a doctor's statement stating the nature of the illness or injury and the date the employee is able to return to work. (Article 4.8.4)

Workers' Compensation – Industrial Accident or Illness

- Notify the Payroll department as soon as an employee is absent due to an Industrial Accident. Complete the appropriate absence card and forward it to Payroll at the regularly scheduled, published monthly due date. Do not wait until the employee has signed the card before forwarding it to Payroll. Make sure the Administrator/Manager's signature is completed.
- Industrial Accident Leave/Pay must be approved by our current Workers' Compensation carrier. Therefore, until we have the proper approval, the employee may have to use other types of leaves such as sick leave, vacation, comp. time, etc.
- Indicate on the absence card what type of illness/injury has occurred (e.g., "back", "shoulder", "broken leg"). If you have any questions about how to report the absence, please contact Payroll for clarification.
- The current CSEA contract gives employees the option of using compensatory time and vacation before using 50% Extended Sick Leave if they are on an extended industrial accident leave.
- For specific information regarding Industrial Accident or Illness Leave, please review the bargaining unit contracts:
CSEA 888, Article 3.5.1-3.5.7
CSEA 579, Article 10.5.1 - 10.5.9,
FARSCCD, Article 4.6.1 - 4.6.5,
ADMINISTRATORS, Board Policy 4510
SUPERVISORS and CONFIDENTIAL, Board Policy 4406, or contact our Risk Management office.
- For additional information regarding the payroll reporting of an industrial accident (academic or classified), contact Nancy Tanner at extension 7523 or Tanner_Nancy@rsccd.edu

PLEASE REFER TO [RSCCD INJURY & ILLNESS PREVENTION PROGRAM \(IIPP\)](#)
[WEBSITE FOR OTHER REPORTING REQUIREMENTS](#)

Don Maus, Workplace Safety & Risk Management
maus_donald@rsccd.edu 714-480-7330

Certificated Timesheets

All timekeepers should be using the payroll timesheet templates located on the following site:

<https://www.rscgd.edu/Departments/Payroll/Documents/CERT%20TIMESHEETS%20%20LEGAL%20PAGE.xls>

- There are different types of time sheets depending on what is being paid, and steps that must be completed in order to pay the employee.
- All time sheets must include:
 1. Department name
 2. Date range / Pay Period
 3. Employee Name
 4. Employee ID
 5. Pay Rate (If this needs verification, please check on Colleague – WAGS)
 6. Account number – Please only enter account numbers that have been approved and are valid. Must have as current position in Colleague to pay.
 7. Name of Time keeper completing the time sheet
 8. Signature of Administrator for approval

Contract Extension requirements

A status change form must be submitted to Human Resources (**refer to HR deadlines**)

Board approval

Submission of Time Sheet

Full time Stipend requirements

A status change form must be submitted to Human Resources (**refer to HR deadlines**)

Board Approval

Submission of Time Sheet

Certificated Hourly requirements

Submission of Time Sheet

LECTURE HOUR EQUIVALENT (LHE) PAYMENTS

Both Credit and Non-Credit Faculty are scheduled LHE assignments for each semester. LHE payments are based on the Start and End Dates of those assignments.

Assignments scheduled which cover the full session dates will result in equal payments for all pay periods during that session.

For Assignments that begin later in the session the pay will begin based on which pay period the start date falls.

In addition, Assignments with early end dates would designate when the last payment would be made, with equal payments for the pay periods worked.

See examples for both Credit and Non-Credit payments based on the LHE Pay Schedules.

CREDIT LHE PAY EXAMPLES:

Example 1:

CERTIFICATED CREDIT PAY SCHEDULE

| PAY DATES | PAY # | TIME SHEET PAY DATES | CREDIT LHE | CREDIT LHE SUMMER |
|-----------|-------|----------------------|------------|-------------------|
| JULY 31 | 01A | 06/09-07/08 | | FT 2/PT 1 |
| AUG 31 | 02A | 07/09-08/08 | | PT 2 |
| SEPT 30 | 03A | 08/09-09/08 | FALL 1 | |
| OCT 31 | 04A | 09/09-10/08 | FALL 2 | |
| NOV 30 | 05A | 10/09-11/08 | FALL 3 | |
| JAN 2 | 06A | 11/09-12/08 | FALL 4 | |
| JAN 31 | 07A | 12/09-01/08 | SI 1 | |
| FEB 28 | 08A | 01/09-02/08 | SPR 1 | |
| MAR 31 | 09A | 02/09-03/08 | SPR 2 | |
| APR 30 | 10A | 03/09-04/08 | SPR 3 | |
| MAY 31 | 11A | 04/09-05/08 | SPR 4 | |
| JUN 30 | 12A | 05/09-06/08 | | FT 1 |

FALL CREDIT IS PAID OVER 4 PAYMENTS. THIS ASSIGNMENT IS FOR FULL SESSION, STARTS 8/23 TO 12/12.

THE TOTAL 54.0 HRS WILL BE PAID IN 4 EQUAL PAYMENTS

ASSIGNMENT

| SEC NAME | STAT | LHE | RT | RATE | TOT_HR | IM | ACTY | POSITION | GL | START DATE | END DATE | LOC |
|----------------|------|-------------|-----|-------|--------------|-----|------|--------------|---------------------------|------------|----------|-----|
| BIOL-211-02541 | A | 3.00 | 1:1 | 76.26 | 54.00 | LEC | OL | 2BIOL-FO-LEC | 11_0000_040100_25162_1313 | 08/23/21 | 12/12/21 | SCC |
| | | <u>3.00</u> | | | <u>54.00</u> | | | | | | | |

PAY REPORT

| 3A PAY | 4A PAY | 5A PAY | 6A PAY | POSITION ID | LHE | PAY HOURS |
|--------|--------|--------|--------|--------------|------|-----------|
| 13.50 | 13.50 | 13.50 | 13.50 | 2BIOL-FO-LEC | 3.00 | 54.00 |

RSCCD CREDIT INSTRUCTIONAL CALENDAR 2021 - 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----------|-----|-----|-----|-----|-----|-----|-----|--|
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | <i>Faculty Projects: August 16-18; Common Days 19 & 20</i> |
| AUGUST | 22 | 23 | 24 | 25 | 26 | 27 | 28 | Start Fall 2021 Semester - August 23 |
| | 29 | 30 | 31 | 1 | 2 | 3 | 4 | |
| SEPTEMBER | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Labor Day: September 6 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 1 | 2 | |
| OCTOBER | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | <i>End of 8th week</i> |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| | 31 | 1 | 2 | 3 | 4 | 5 | 6 | |
| NOVEMBER | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Veterans Day: November 11 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | Thanksgiving: November 25-27 |
| | 28 | 29 | 30 | 1 | 2 | 3 | 4 | |
| DECEMBER | 5 | 6 | 7 | 8 | 9 | 10 | 11 | End Fall 2021 Semester |

CERTIFICATED CREDIT PAY SCHEDULE

| PAY DATES | PAY # | TIME SHEET PAY DATES | CREDIT LHE | CREDIT LHE SUMMER |
|-----------|-------|----------------------|------------|-------------------|
| JULY 31 | 01A | 06/09-07/08 | | FT 2/PT 1 |
| AUG 31 | 02A | 07/09-08/08 | | PT 2 |
| SEPT 30 | 03A | 08/09-09/08 | FALL 1 | |
| OCT 31 | 04A | 09/09-10/08 | FALL 2 | |
| NOV 30 | 05A | 10/09-11/08 | FALL 3 | |
| JAN 2 | 06A | 11/09-12/08 | FALL 4 | |

**EXAMPLE #2 - Start date of 9/20 thru end of session.
Three equal payments
10/31, 11/30 & 1/2**

Example 2:

| 3A PAY | 4A PAY | 5A PAY | 6A PAY | POSITION ID | LHE | PAY HOURS |
|--------|--------|--------|--------|--------------|------|-----------|
| | 24.00 | 24.00 | 24.00 | 2MATH-FP-LEC | 4.00 | 72.00 |

| SEC NAME | STAT | LHE | RT | RATE | TOT_HR | IM | ACTY | POSITION | GL | START DATE | END DATE | LOC |
|----------------|------|------|-----|-------|--------|-----|------|--------------|---------------------------|------------|----------|-----|
| MATH-219-00079 | A | 4.00 | 1:1 | 76.26 | 72.00 | LEC | PT | 2MATH-FP-LEC | 11_0000_170100_25150_1310 | 09/20/21 | 12/12/21 | SCC |

CERTIFICATED CREDIT PAY SCHEDULE

| PAY DATES | PAY # | TIME SHEET PAY DATES | CREDIT LHE | CREDIT LHE SUMMER |
|---------------|------------|----------------------|---------------|-------------------|
| JULY 31 | 01A | 06/09-07/08 | | FT 2/PT 1 |
| AUG 31 | 02A | 07/09-08/08 | | PT 2 |
| SEPT 30 | 03A | 08/09-09/08 | FALL 1 | |
| OCT 31 | 04A | 09/09-10/08 | FALL 2 | |
| NOV 30 | 05A | 10/09-11/08 | FALL 3 | |
| JAN 2 | 06A | 11/09-12/08 | FALL 4 | |

EXAMPLE 3:

START DATE 10/1 PAY BEGINS
 END DATE OF 10/9 PAY WILL COVER 2 PAY PERIODS.
 RESULTS IN 2 EQUAL PAYS.

Example 3:

| 3A PAY | 4A PAY | 5A PAY | 6A PAY | POSITION ID | LHE | PAY HOURS |
|--------|--------|--------|--------|-------------|------|-----------|
| | 9.00 | 9.00 | | 1EMT-FP-LEC | 1.00 | 18.00 |

| SEC NAME | STAT | LHE | RT | RATE | TOT_HR | IM | ACTY POSITION | GL | START DATE | END DATE | LOC |
|---------------|------|------|-----|-------|--------|-----|----------------|---------------------------|------------|----------|-----|
| EMT-111-97792 | A | 1.00 | 1:1 | 72.63 | 18.00 | LEC | PT 1EMT-FP-LEC | 11_0000_125000_16610_1310 | 10/01/21 | 10/09/21 | SAC |

NON-CREDIT LHE PAY EXAMPLES

| PAY DATES | PAY # | TIME SHEET PAY DATES | LHE PAY START & END DATES | CONT ED LHE SESSIONS |
|-----------|-------|----------------------|---------------------------|------------------------------------|
| SEPT 30 | 03A | 08/09-09/08 | 08/09-09/08 | FALL 1 |
| OCT 31 | 04A | 09/09-10/08 | 09/09-10/08 | FALL 2 |
| NOV 30 | 05A | 10/09-11/08 | 10/09-11/08 | FALL 3 |
| JAN 3 | 06A | 11/09-12/08 | 11/09-12/31 | FALL 4 |
| JAN 31 | 07A | | 11/09-12/31 | FALL 5 |
| JAN 31 | 07A | 12/09-01/08 | 01/01-01/08 | SPR 1 - Only if start prior to 1/9 |
| FEB 28/29 | 08A | 01/09-02/08 | 01/09-02/08 | SPR 2 |
| MAR 31 | 09A | 02/09-03/08 | 02/09-03/08 | SPR 3 |
| APR 30 | 10A | 03/09-04/08 | 03/09-04/08 | SPR 4 |
| MAY 31 | 11A | 04/09-05/08 | 04/09-05/08 | SPR 5 |
| JUN 30 | 12A | 05/09-06/08 | 05/09-06/08 | SPR 6 |
| JUN 30 | 12A | | 05/09-06/08 | SUM 1 |
| JULY 31 | 01A | 06/09-07/08 | 06/09-07/08 | SUM 2 |
| AUG 31 | 02A | 07/09-08/08 | 07/09-08/08 | SUM 3 |

FALL ASSIGNMENT:

| <u>SEC NAME</u> <u>ORGS</u> <u>ROLES</u> | <u>STAT</u> | <u>LHE</u> | <u>RT</u> | <u>RATE</u> | <u>TOT_HR</u> | <u>IM</u> | <u>ACTY</u> | <u>POSITION</u> | <u>GL</u> | <u>START</u> <u>DATE</u> | <u>END</u> <u>DATE</u> | <u>LOC</u> |
|---|-------------|-------------|-----------|-------------|---------------|-----------|-------------|-----------------|---------------------------|-----------------------------|---------------------------|------------|
| HSSCI-192-05247 | A | 2.40 | 1:1 | 55.72 | 72.00 | DINT | PT | 11CHS-FP-LEC | 11_0000_493062_18200_1310 | 08/23/21 | 10/17/21 | CEC |
| HSSCI-192-05256 | A | 2.40 | 1:1 | 55.72 | 72.00 | DINT | PT | 11CHS-FP-LEC | 11_0000_493062_18200_1310 | 10/18/21 | 12/19/21 | CEC |
| HSS-XPAY-05288 | A | 2.13 | 1:1 | 55.72 | 63.90 | LEC | PT | 11CHS-FP-LEC | 11_0000_493062_18200_1310 | 08/23/21 | 12/18/21 | CEC |
| HSS-FPAY-06945 | A | 0.13 | 1:1 | 55.72 | 3.90 | LEC | PT | 11CHS-FP-LEC | 11_0000_493062_18200_1310 | 08/16/21 | 08/21/21 | CEC |
| | | <u>7.06</u> | | | <u>211.80</u> | | | | | | | |

TOTAL FALL PAY SCHEDULE – Based on assignments listed above

| 3A PAY | 4A PAY | 5A PAY | 6A PAY | 7A PAY | POSITION ID | LHE | PAY HOURS |
|-----------|-----------|-----------|-----------|-----------|------------------|------|--------------|
| 40.68 | 36.78 | 60.78 | 36.78 | 36.78 | 11CHS- FP-LEC | 7.06 | 211.80 |

BREAKDOWN OF PAYMENT:

| PAY DATES | PAY # | TIME SHEET PAY DATES | LHE PAY START & END DATES | CONT ED LHE SESSIONS |
|-----------|-------|-------------------------|------------------------------|-------------------------|
| SEPT 30 | 03A | 08/09-09/08 | 08/09-09/08 | FALL 1 |
| OCT 31 | 04A | 09/09-10/08 | 09/09-10/08 | FALL 2 |
| NOV 30 | 05A | 10/09-11/08 | 10/09-11/08 | FALL 3 |
| JAN 3 | 06A | 11/09-12/08 | 11/09-12/31 | FALL 4 |
| JAN 31 | 07A | | 11/09-12/31 | FALL 5 |

This first assignment begins 8/23 under the 03A pay period and continues thru 10/17 or the 05A pay period. Therefore, pay is for 3 equal payments, 03A-05A.

HSSCI-192-05247 A 2.40 1:1 55.72 72.00 DINT PT 11CHS-FP-LEC 11_0000_493062_18200_1310 08/23/21 10/17/21 CEC

| 3A PAY | 4A PAY | 5A PAY | 6A PAY | 7A PAY | POSITION ID | LHE | PAY HOURS |
|-----------|-----------|-----------|-----------|-----------|------------------|------|--------------|
| 24.00 | 24.00 | 24.00 | | | 11CHS-FP- LEC | 2.40 | 72.00 |

Second assignment begins 10/18 under the 05A pay period and continues thru 12/17 or the 07A pay period. Therefore, pay is for 3 equal payments, 5A-7A.

HSSCI-192-05256 A 2.40 1:1 55.72 72.00 DINT PT 11CHS-FP-LEC 11_0000_493062_18200_1310 10/18/21 12/19/21 CEC

| 3A PAY | 4A PAY | 5A PAY | 6A PAY | 7A PAY | POSITION ID | LHE | PAY HOURS |
|--------|--------|--------|--------|--------|--------------|------|-----------|
| | | 24.00 | 24.00 | 24.00 | 11CHS-FP-LEC | 2.40 | 72.00 |

Third assignment begins 08/23 under the 03A pay period and continues thru 12/18 or the 07A pay period. Therefore, working full semester results in 5 equal payments, 03A-07A.

HSS-XPAY-05288 A 2.13 1:1 55.72 63.90 LEC PT 11CHS-FP-LEC 11_0000_493062_18200_1310 08/23/21 12/18/21 CEC

| 3A PAY | 4A PAY | 5A PAY | 6A PAY | 7A PAY | POSITION ID | LHE | PAY HOURS |
|--------|--------|--------|--------|--------|--------------|------|-----------|
| 12.78 | 12.78 | 12.78 | 12.78 | 12.78 | 11CHS-FP-LEC | 2.13 | 63.90 |

Last assignment begins 08/16 and ends 8/21 both under the 03A pay period. Therefore, only 1 payment results for 03A.

HSS-FPAY-06945 A 0.13 1:1 55.72 3.90 LEC PT 11CHS-FP-LEC 11_0000_493062_18200_1310 08/16/21 08/21/21 CEC

| 3A PAY | 4A PAY | 5A PAY | 6A PAY | 7A PAY | POSITION ID | LHE | PAY HOURS |
|--------|--------|--------|--------|--------|--------------|------|-----------|
| 3.90 | | | | | 11CHS-FP-LEC | 0.13 | 3.90 |

Status Change Form

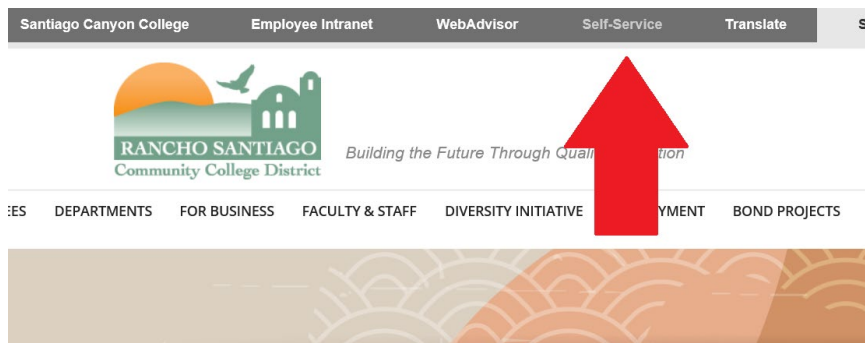
Human Resources is responsible for approving all submitted changes of status. For Payroll purposes, it is important to consider the following deadlines to ensure the timely processing of all terminations, account changes, new hires, and position changes.

CERTIFICATED “A” Payroll Deadline

Status change forms need to be signed and approved by Human Resources by the **15th of the month.**

eElectronic Direct Deposit Authorization Changes

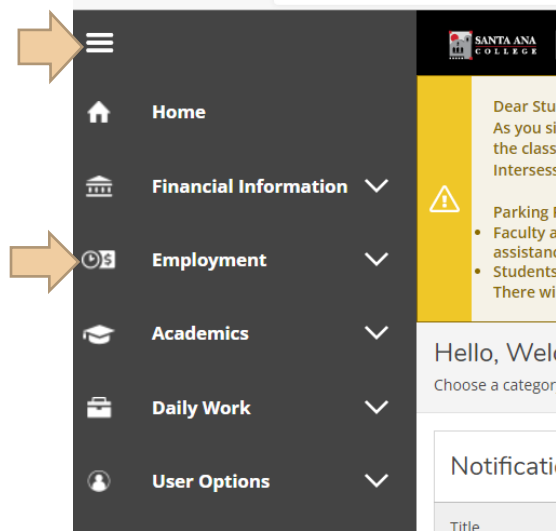
1. Please access Self-Service by navigating to www.rscdd.edu.
The Self-Service link is located on the top right of the website.



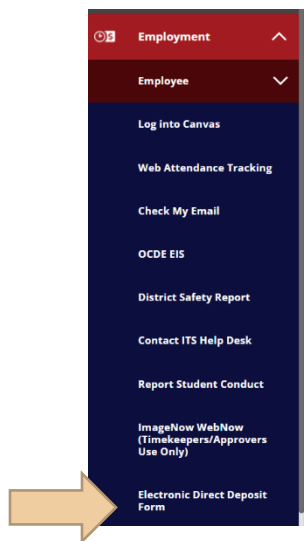
2. Log in to the site using your employee email and password:
For Employees:
LastName_FirstName@sccollege.edu
LastName_FirstName@sac.edu
LastName_FirstName@rscdd.edu

Example: Smith_John@rscdd.edu

- Once logged in, click the drop-down menu on the top left of the web-page.
Click Employment



- Navigate to the Electronic Direct Deposit Form



- Fill out a new request form to start direct deposit, change account information, or to cancel direct deposit.
Sign and Submit Form.
(Note the form is best viewed with a minimized screen)



* = required field
**Rancho Santiago Community College District
 Payroll Department**

Payment Option Authorization Form

*California Labor Code provides employees with the right to decide how they want to be paid.
 Please complete the required fields below if you wish to enroll in this service, carefully input your information below.
 Refer to the check image below as an example to identify your financial institutions ROUTING number and ACCOUNT number.
 Receipt of funds could be delayed 5-7 business days after pay date if any of the information provided is incorrect.*

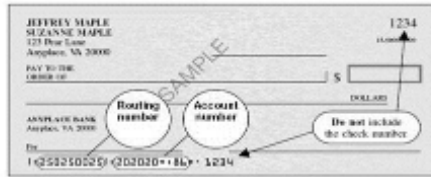
Employee First Name: Middle Initial: Employee Last Name: *

Employee SSN: *

Change Type: New Account Info
 Change to Existing Info
 Cancel Existing Deposit Authorization Form

Bank Name: Account Type: *

Bank Routing Number: Bank Account Number: *



Acknowledgement

- I hereby authorize the above named District and the Orange County Department of Education and/or their agents to initiate electronic deposits and, as necessary, debit corrections to previous deposits to the above account.
- I understand that I must submit a new authorization form if I change my account (bank, account number, branch, etc.)
- I agree to hold harmless and indemnify the governing board, the School District, their officers, and employees, and the Superintendent of Schools of the County of Orange and their employees, from every claim and demand, of whatever nature, including those based upon negligence of the governing board, the District, their officers, and employees, and the Superintendent of Schools of the County of Orange and their employees for failure or delay in making deposits and/or corrections to deposits as herein authorized.
- This authorization replaces any previously made by me and will remain in effect until changed or cancelled by my submission of a new Payment Option Authorization form.
- I understand that changes may not be immediately reflected in my upcoming paycheck, it may take 1-2 payroll cycles before the changes take effect.

Employee ID: *

Employee ID Authorizing Submission

Signature

Date Signed:

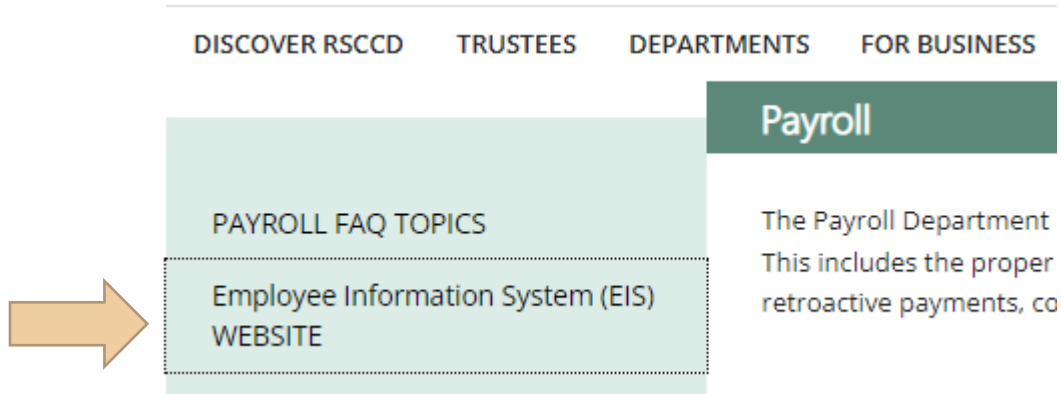
Employee Information System (EIS)

The Employee Information System (EIS) allows employees to view/print paystubs, W-2's, and grants access to view sick leave and/or vacation balances.

Employees will need a 10-digit ID number to register, this is their 7-digit employee ID number provided by HR preceded by 920, i.e.: **9201234567**

The EIS website can be found on the following page:

<https://www.rscdd.edu/Departments/Payroll/Pages/Payroll.aspx>



An EIS Quick Start Guide to assist in the initial registration process is located here:

<https://www.rscdd.edu/Departments/Payroll/Pages/EIS%20Quick%20Start%20Guide.pdf>

Requesting a Manual Check

Revolving Fund Check Procedure Datatel Request for Check

A revolving fund check is a manual check issued to supplement an employee’s missing pay.

Complete a “Request for Check” form: [Request for Check \(rscdd.edu\)](http://rscdd.edu)

- Complete all fields on the form
- Obtain all required signatures: requested by and approved by authorized manager
- Attach a copy of the timecard, timesheet (faculty), or LHE report/load sheet
- Send completed request to Payroll for processing via interoffice mail, e-mail, or Adobe Sign.
- Estimated time for processing is 3-5 business days upon receipt of request
- Check must be picked up in person at the District Office by the employee

Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-3398

Reset Form

REQUEST FOR CHECK

Pay To: _____ Amount \$ _____

Employee ID #: _____ Acct. # _____

Return check to: Staff Name: _____ Phone #: _____
Department: _____ Campus: _____

Mail check to vendor: Vendor Address: _____

FOR THE FOLLOWING PURPOSE:

Cash Purchase Reimbursement *(attach original receipts and explain below)**

Payroll *(explain below)*

Other *(explain below)*

Explanation: _____

| Requested By: | Approved by Authorized Administrator:** | Fiscal Services Approval |
|-------------------------|---|--------------------------|
| _____ Signature | _____ Signature | _____ Signature |
| _____ Name and Title | _____ Name and Title | _____ Name and Title |
| _____ Date | _____ Date | _____ Date |

* Failure to provide required documentation will result in form being returned.
** Employees cannot sign for themselves.

For Accounting Department Only:

Payroll Revolving Check B-Warrant

Appendix

RSCCD Credit Instructional Calendar 2025-2026

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----------|-----|-----|-----|-----|-----|-----|-----|---|
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Summer Ends 8/8 |
| August | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Common Days SAC 8/12 & 14; SCC 8/13 & 14 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | Start Fall 2025 Semester |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | <i>Labor Day: September 1</i> |
| September | 31 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| October | 28 | 29 | 30 | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | End of 8th week |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| November | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | <i>Veterans Day: November 11</i> |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | <i>Thanksgiving: November 27-28</i> |
| December | 30 | 1 | 2 | 3 | 4 | 5 | 6 | End of Fall 2025 Semester |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | <i>Christmas Holiday: December 25</i> |
| January | 28 | 29 | 30 | 31 | 1 | 2 | 3 | <i>New Years Day: January 1</i> |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Four-week Intersession |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | <i>Martin Luther King Holiday: January 19</i> |
| February | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Common Days SAC 2/3 & 5; SCC 2/4 & 5 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Start Spring 2026 Semester |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | <i>Lincoln's Birthday: February 13</i> |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | <i>President's Day: February 16</i> |
| March | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | <i>Cesar Chavez Day: March 31</i> |
| April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | End of 8th week |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Spring Break |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 1 | 2 | |
| May | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | <i>Memorial Day: May 25</i> |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | <i>Santiago Canyon College: June 5 Commencement</i> |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | <i>Santa Ana College: June 4 Commencement</i> |
| June | 31 | 1 | 2 | 3 | 4 | 5 | 6 | End of Spring 2026 Semester |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | Start of Summer 2026 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | <i>Juneteenth: June 19</i> |
| July | 28 | 29 | 30 | 1 | 2 | 3 | 4 | <i>Independence Day: July 3 (observed)</i> |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | End of Summer 2026 |

NOTE: If the holiday is a Friday, weekend classes DO NOT meet. If a holiday is a Monday, weekend classes DO meet.

RSCCD Noncredit Instructional Calendar 2025-2026

**** RSCCD NONCREDIT INSTRUCTIONAL CALENDAR 2025 - 2026****

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----------|-----|-----|-----|-----|-----|-----|-----|--|
| August | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Faculty Projects: August 11 - 14 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | SAC SCE F/T Common Days 12, 14 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | SCC SCE F/T Common Days 13, 14 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Fall 2025: Instruction Begins August 18 |
| | 31 | 1 | 2 | 3 | 4 | 5 | 6 | Labor Day: September 1 |
| September | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| | 28 | 29 | 30 | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| October | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Veterans Day: November 11 |
| November | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | CEFA:Thanksgiving: Nov 24-29 FARSccd: Thanksgiving Nov 27-29 |
| | 30 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | FARSccd End of Fall 2025 Semester: December 12 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | CEFA End of Fall 2025 Semester: December 13 |
| December | 21 | 22 | 23 | 24 | 25 | 26 | 27 | Christmas Holiday: December 25 |
| | 28 | 29 | 30 | 31 | 1 | 2 | 3 | New Years Day: January 1 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Faculty Projects: January 7-9 F/T Common Days 8, 9 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | Spring 2026: Instruction Begins January 12 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Martin Luther King Holiday: January 19 |
| January | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Lincoln's Birthday: February 13 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | President's Day: February 16 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| February | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| March | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| | 29 | 30 | 31 | 1 | 2 | 3 | 4 | Cesar Chavez Day: March 31 |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Spring Break April 6-11 |
| April | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 1 | 2 | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | SAC Commencement June 4 SCC Commencement June 5 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | FARSccd End of Spring Semester 2026: May 23 |
| May | 17 | 18 | 19 | 20 | 21 | 22 | 23 | CEFA End of Spring Semester 2026: May 24 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Memorial Day May 25 |
| | 31 | 1 | 2 | 3 | 4 | 5 | 6 | Summer 2026 Instruction Begins May 26 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | Juneteenth: June 19 |
| June | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| | 28 | 29 | 30 | 1 | 2 | 3 | 4 | Independence Day: July 3 (observed) |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| July | 26 | 27 | 28 | 29 | 30 | 31 | 1 | End of Summer 2026: August 1 |

NOTE: If the holiday is a Friday, weekend classes DO NOT meet. If a holiday is a Monday, weekend classes DO meet.

RSCCD Credit Instructional Calendar 2026-2027

**** RSCCD CREDIT INSTRUCTIONAL CALENDAR 2026 - 2027

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----------|-----|-----|-----|-----|-----|-----|-----|---|
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Summer Ends 8/7 |
| August | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Common Days SAC 8/11 & 13; SCC 8/12 & 13 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | Start Fall 2026 Semester Labor Day: September 7 End of 8th week Veterans Day: November 11 Thanksgiving: November 26-27 End of Fall 2026 Semester |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| September | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| October | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | 27 | 28 | 29 | 30 | 1 | 2 | 3 | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| November | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| December | 29 | 30 | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| January | 27 | 28 | 29 | 30 | 31 | 1 | 2 | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| February | 31 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| March | 28 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| April | 28 | 29 | 30 | 31 | 1 | 2 | 3 | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 1 | |
| May | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| June | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| July | 27 | 28 | 29 | 30 | 1 | 2 | 3 | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | | | | | | | | Start of Summer 2027 Juneteenth: June 18 Independence Day: July 5 (observed) End of Summer 2027 |

Board Approved: February 24, 2025

RSCCD Noncredit Instructional Calendar 2026-2027

**** RSCCD NONCREDIT INSTRUCTIONAL CALENDAR 2026 - 2027****

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----------|-----|-----|-----|-----|-----|-----|-----|---|
| August | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Faculty Projects: August 10 - 14 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | SAC SCE F/T Common Days 11, 13 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | SCC SCE F/T Common Days 12, 13 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | Fall 2026: Instruction Begins August 17 |
| September | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Labor Day: September 7 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| October | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | 27 | 28 | 29 | 30 | 1 | 2 | 3 | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| November | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Veterans Day: November 11 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | CEFA: Thanksgiving: Nov 23-28 FARSCCD: Thanksgiving Nov 26-28 |
| December | 29 | 30 | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | FARSCCD End of Fall 2026 Semester: December 5 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | CEFA End of Fall 2026 Semester: December 12 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | Christmas Holiday: December 25 |
| January | 27 | 28 | 29 | 30 | 31 | 1 | 2 | New Years Day: January 1 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Faculty Projects: January 6 - 8 F/T Common Days 7, 8 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Spring 2027: Instruction Begins January 11 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | Martin Luther King Holiday: January 18 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| February | 31 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Lincoln's Birthday: February 12 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | President's Day: February 15 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| March | 28 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| April | 28 | 29 | 30 | 31 | 1 | 2 | 3 | Cesar Chavez Day: March 31 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Spring Break April 5-10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 1 | |
| May | 2 | 3 | 4 | 5 | 6 | 7 | 8 | SCC Commencement June 3 SAC Commencement June 4 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | FARSCCD End of Spring Semester 2027: June 5 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | CEFA End of Spring Semester 2027: May 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | Summer 2027 Instruction Begins May 24 |
| June | 30 | 31 | 1 | 2 | 3 | 4 | 5 | Memorial Day May 31 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | Juneteenth: June 18 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| July | 27 | 28 | 29 | 30 | 1 | 2 | 3 | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Independence Day: July 5 (observed) |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| August | 25 | 26 | 27 | 28 | 29 | 30 | 31 | End of Summer 2027: July 31 |

Board Approved: May 27, 2025

NOTE: If the holiday is a Friday, weekend classes DO NOT meet. If a holiday is a Monday, weekend classes DO meet.

RSCCD Credit Instructional Calendar 2027-2028

**** RSCCD CREDIT INSTRUCTIONAL CALENDAR 2027 - 2028****

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----------|-----|-----|-----|-----|-----|-----|-----|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Summer Ends 8/6 |
| August | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Common Days SAC 8/10 & 12; SCC 8/11 & 12 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | Start Fall 2027 Semester Labor Day: September 6 End of 8th week Veterans Day: November 11 Thanksgiving: November 25-26 End of Fall 2027 Semester |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| September | 29 | 30 | 31 | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| October | 26 | 27 | 28 | 29 | 30 | 1 | 2 | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| November | 31 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| December | 28 | 29 | 30 | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| January | 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| February | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| March | 27 | 28 | 29 | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| April | 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| May | 30 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| June | 28 | 29 | 30 | 31 | 1 | 2 | 3 | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| July | 25 | 26 | 27 | 28 | 29 | 30 | 1 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| | | | | | | | | Start of Summer 2028 Juneteenth: June 19 Independence Day: July 4 (observed) End of Summer 2028 |

Board Approved: February 24, 2025

RSCCD Noncredit Instructional Calendar 2027-2028

**** RSCCD NONCREDIT INSTRUCTIONAL CALENDAR 2027 - 2028****

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----------|-----|-----|-----|-----|-----|-----|-----|--|
| August | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Faculty Projects: August 9 - 13 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | SAC/SCE F/T Common Days 10, 12 SCC SCE F/T Common Days 11, 12 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | Fall 2027: Instruction Begins August 16 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| September | 29 | 30 | 31 | 1 | 2 | 3 | 4 | Labor Day: September 6 |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| October | 26 | 27 | 28 | 29 | 30 | 1 | 2 | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| November | 31 | 1 | 2 | 3 | 4 | 5 | 6 | Veterans Day: November 11 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | CEFA:Thanksgiving: Nov 22-27 FARSCCD: Thanksgiving Nov 25-27 |
| December | 28 | 29 | 30 | 1 | 2 | 3 | 4 | FARSCCD End of Fall 2027 Semester: December 4 |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | CEFA End of Fall 2027 Semester: December 11 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | Christmas Holiday: December 25 |
| January | 26 | 27 | 28 | 29 | 30 | 31 | 1 | New Years Day: January 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Faculty Projects: January 5-7 F/T Common Days 6, 7 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Spring 2028: Instruction Begins January 10 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | Martin Luther King Holiday: January 17 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| February | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | Lincoln's Birthday: February 18 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | President's Day: February 21 |
| March | 27 | 28 | 29 | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 | Cesar Chavez Day: March 31 |
| April | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Spring Break April 3-8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| May | 30 | 1 | 2 | 3 | 4 | 5 | 6 | SAC Commencement June 1 SCC Commencement June 2 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | FARSCCD End of Spring Semester 2028: June 3 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | CEFA End of Spring Semester 2028: May 27 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | Memorial Day May 29 |
| June | 28 | 29 | 30 | 31 | 1 | 2 | 3 | Summer 2028 Instruction Begins May 30 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Juneteenth: June 19 |
| July | 25 | 26 | 27 | 28 | 29 | 30 | 1 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Independence Day: July 4 (observed) |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| August | 23 | 24 | 25 | 26 | 27 | 28 | 29 | End of Summer 2028: July 29 |
| | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |

Board Approved: May 27, 2025

NOTE: If the holiday is a Friday, weekend classes DO NOT meet. If a holiday is a Monday, weekend classes DO meet.

RSCCD Employee Calendar 2025-2026

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EMPLOYEE CALENDAR 2025-2026

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Holidays |
|-----------|-----|-----|-----|-----|-----|-----|-----|---|
| JULY | | | 1 | 2 | 3 | 4 | 5 | Independence Day: July 4 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| AUGUST | 27 | 28 | 29 | 30 | 31 | 1 | 2 | Labor Day: September 1 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| SEPTEMBER | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Labor Day: September 1 |
| | 31 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| OCTOBER | 21 | 22 | 23 | 24 | 25 | 26 | 27 | Labor Day: September 1 |
| | 28 | 29 | 30 | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| NOVEMBER | 19 | 20 | 21 | 22 | 23 | 24 | 25 | Veterans Day: November 11 |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| DECEMBER | 16 | 17 | 18 | 19 | 20 | 21 | 22 | Thanksgiving: November 27-28 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | 1 | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| JANUARY | 14 | 15 | 16 | 17 | 18 | 19 | 20 | Thanksgiving: November 27-28 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| | 28 | 29 | 30 | 31 | 1 | 2 | 3 | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| FEBRUARY | 11 | 12 | 13 | 14 | 15 | 16 | 17 | New Year's Day: January 1 Non-Work Day: January 2 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| MARCH | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Martin Luther King Jr. Day: January 19 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| | 29 | 30 | 31 | 1 | 2 | 3 | 4 | |
| APRIL | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Lincoln's Birthday: February 12; February 13 (Observed) Presidents Day: February 16 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 1 | 2 | |
| MAY | 3 | 4 | 5 | 6 | 7 | 8 | 9 | César Chávez Day: March 31 Spring Break: April 9-10 (Days for Cont. Ed. will be different) |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| JUNE | 31 | 1 | 2 | 3 | 4 | 5 | 6 | Memorial Day: May 25 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| | 28 | 29 | 30 | | | | | Juneteenth: June 19 |

Board Approved 9/15/2025

RSCCD Employee Calendar 2026-2027

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EMPLOYEE CALENDAR 2026-27

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Holidays |
|-----------|-----|-----|-----|-----|-----|-----|-----|--|
| JULY | | | | 1 | 2 | 3 | 4 | Independence Day: July 3 |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| AUGUST | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| SEPTEMBER | 16 | 17 | 18 | 19 | 20 | 21 | 22 | Labor Day: September 7 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| OCTOBER | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | 27 | 28 | 29 | 30 | 1 | 2 | 3 | |
| NOVEMBER | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Veterans Day: November 11; |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| DECEMBER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Thanksgiving: November 26-27 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| JANUARY | 22 | 23 | 24 | 25 | 26 | 27 | 28 | Holiday Recess: December 21-25; Non-Work Day: December 31 New Year's Day: January 1 |
| | 29 | 30 | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| FEBRUARY | 20 | 21 | 22 | 23 | 24 | 25 | 26 | Martin Luther King Jr. Day: January 18 |
| | 27 | 28 | 29 | 30 | 31 | 1 | 2 | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| MARCH | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Lincoln's Birthday: February 12; Presidents Day: February 15 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| | 31 | 1 | 2 | 3 | 4 | 5 | 6 | |
| APRIL | 7 | 8 | 9 | 10 | 11 | 12 | 13 | César Chávez Day: March 31 Spring Break: April 8-9 (Days for Cont. Ed. will be different) |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| | 28 | 29 | 30 | 31 | 1 | 2 | 3 | |
| MAY | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Memorial Day: May 31 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 1 | |
| JUNE | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Juneteenth: June 18 (Observed) |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | 31 | 1 | 2 | 3 | 4 | 5 | |
| JUNE | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | 27 | 28 | 29 | 30 | | | | |

Board Approved 9/15/2025

RSCCD Employee Calendar 2027-2028

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EMPLOYEE CALENDAR 2027-28

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Holidays | | |
|-----------|-----|-----|-----|-----|-----|-----|-----|--|--|--|
| JULY | | | | | 1 | 2 | 3 | Independence Day: July 5 (Observed) | | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | |
| AUGUST | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | |
| SEPTEMBER | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | Labor Day: September 6 | |
| | 29 | 30 | 31 | 1 | 2 | 3 | 4 | | | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | |
| OCTOBER | 19 | 20 | 21 | 22 | 23 | 24 | 25 | Veterans Day: November 11 | | |
| | 26 | 27 | 28 | 29 | 30 | 1 | 2 | | | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | |
| NOVEMBER | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | Thanksgiving: November 25-26 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| | 31 | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | |
| DECEMBER | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | Holiday Recess: December 20-24 Non-Work Days: December 29 and 30 New Year's Day: January 1; December 31 (Observed) | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | |
| | 28 | 29 | 30 | 1 | 2 | 3 | 4 | | | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | |
| JANUARY | 12 | 13 | 14 | 15 | 16 | 17 | 18 | Martin Luther King Jr. Day: January 17 | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 | | | |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | |
| FEBRUARY | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | Lincoln's Birthday: February 12; February 18 (Observed) Presidents Day: February 21 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | |
| | 30 | 31 | 1 | 2 | 3 | 4 | 5 | | | |
| MARCH | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | César Chávez Day: March 31 Spring Break: April 6-7 (Days for Cont. Ed. will be different) | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | |
| | 27 | 28 | 29 | 1 | 2 | 3 | 4 | | | |
| APRIL | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Memorial Day: May 29 | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 | | | |
| MAY | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | Juneteenth: June 19 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | |
| JUNE | 30 | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | |
| | 28 | 29 | 30 | 31 | 1 | 2 | 3 | | | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | |
| | 25 | 26 | 27 | 28 | 29 | 30 | | | | |

Board Approved 9/15/2025

Conversion – Minutes to Payroll Decimal Hours

| Minutes | Hour Decimal | Minutes | Hour Decimal | Minutes | Hour Decimal | Minutes | Hour Decimal |
|-----------|--------------|-----------|--------------|-----------|--------------|-----------|--------------|
| 1 | 0.02 | 16 | 0.27 | 31 | 0.52 | 46 | 0.77 |
| 2 | 0.03 | 17 | 0.28 | 32 | 0.53 | 47 | 0.78 |
| 3 | 0.05 | 18 | 0.30 | 33 | 0.55 | 48 | 0.80 |
| 4 | 0.07 | 19 | 0.32 | 34 | 0.57 | 49 | 0.82 |
| 5 | 0.08 | 20 | 0.33 | 35 | 0.58 | 50 | 0.83 |
| 6 | 0.10 | 21 | 0.35 | 36 | 0.60 | 51 | 0.85 |
| 7 | 0.12 | 22 | 0.37 | 37 | 0.62 | 52 | 0.87 |
| 8 | 0.13 | 23 | 0.38 | 38 | 0.63 | 53 | 0.88 |
| 9 | 0.15 | 24 | 0.40 | 39 | 0.65 | 54 | 0.90 |
| 10 | 0.17 | 25 | 0.42 | 40 | 0.67 | 55 | 0.92 |
| 11 | 0.18 | 26 | 0.43 | 41 | 0.68 | 56 | 0.93 |
| 12 | 0.20 | 27 | 0.45 | 42 | 0.70 | 57 | 0.95 |
| 13 | 0.22 | 28 | 0.47 | 43 | 0.72 | 58 | 0.97 |
| 14 | 0.23 | 29 | 0.48 | 44 | 0.73 | 59 | 0.98 |
| 15 | 0.25 | 30 | 0.50 | 45 | 0.75 | 60 | 1.00 |