The Payroll Department is located on the lower level of Building 4 and is primarily responsible for processing the payment of wages for over 4,500 employees annually. In addition, the department is responsible for:

* Calculating and withholding payroll taxes, retirement contributions and other payroll deductions
* Reconciling and filing quarterly federal and state tax returns with the Internal Revenue Service (IRS) and Employment Development Department (EDD)
* Reporting payroll data to the California State Teachers’ Retirement System (CalSTRS) and the California Public Employees’ Retirement System (CalPERS)
* Calculating and maintaining employee leave balances
* Calculating and withholding wage garnishments
* Preparing, issuing and filing Form W-2 Wage and Tax Statements annually
* Preparing, issuing and filing Form 1095-C Employer-Provided Health Insurance Offer and Coverage statements annually
* Ensuring compliance with federal, state and local regulations in addition to District policies, procedures and collective bargaining agreements