

## PAYROLL SCHEDULE

Aug 2021 – Aug 2022

All new employees must be approved to work by the Human Resources Office before being scheduled to work. Employees who have not received a printed timesheet or are not visible on the Web Advisor Time Entry system are not approved to work. Timesheets or time entries must be signed and submitted by the Tuesday after the pay period end date and approved by the supervisor no later than the following Wednesday after the pay period end date. Late, incomplete or unapproved time will result in a delay of payment. Payroll is bi-weekly and paid by direct deposit or pay card only. If you need to change your direct deposit information, please visit the Human Resources office as soon as possible.

Students working in the College Workstudy Program (CWS) must be approved by the Financial Aid office in VLH 107 each term, complete all employment paperwork before reporting to work, and must maintain all CWS eligibility requirements. It is imperative to check with the Financial Aid office each term to determine your eligibility and award amounts. Changes in enrollment may affect your award amount.

**Students receiving Workstudy funds must not work beyond their individual award amount nor work outside of the semester time frames stated below.**

Fall 2021	August 15, 2021 through December 18, 2021
Spring 2022	January 2, 2022 through May 13, 2022
Summer 2022	May 22, 2022 through August 13, 2022

Pay Period Start	Pay Period End	Check Date	Holidays	Significant Payroll Items
07/18/21	07/31/21	08/13/21		FT Faculty 1 <sup>st</sup> Pay for 2021/22
08/01/21	08/14/21	08/27/21		Cash In Lieu – Cust, Maint, Faculty
08/15/21	08/28/21	09/10/21		ESP II Longevity MEA Dues Begin ESP II Education Stipends Begin Adjunct Pay 1 <sup>st</sup> of 8 Pays
08/29/21	09/11/21	09/24/21	Labor Day Sept 6 - College closed	Adjunct Pay 2 <sup>nd</sup> of 8 Pays Cash in Lieu – ESP I/II, Admin Cash In Lieu – Cust, Maint, Faculty
09/12/21	09/25/21	10/08/21		Adjunct Pay 3 <sup>rd</sup> of 8 Pays FT Faculty Overload Pay FT Faculty Extra Pays (Lab Main, Dept. Chair, Co-Curricular, etc.)
09/26/21	10/09/21	10/22/21		Adjunct 4 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
10/10/21	10/23/21	11/05/21		Adjunct 5 <sup>th</sup> of 8 Pays
10/24/21	11/06/21	11/19/21		Adjunct 6 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
11/7/21	11/20/21	12/03/21		Adjunct 7 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin Adjunct Mileage Forms Due Dec 9
11/21/21	12/04/21	12/17/21	Thanksgiving Nov 25 College closed Nov 25-28	Adjunct 8 <sup>th</sup> of 8 Pays Admin, FT Faculty- Taxable Life Insurance
12/05/21	12/18/21	12/31/21		
12/19/21	01/01/22	01/14/22	Christmas & New Year/College Closed Dec 24 – Jan 3	W2's will be available mid-January
01/02/22	01/15/22	01/28/22	Office open Jan 4	Cash In Lieu – Cust, Maint, Faculty
01/16/22	01/29/22	02/11/22		Adjunct Pay 1 <sup>st</sup> of 8 Pays
01/30/22	02/12/22	02/25/22		Adjunct Pay 2 <sup>nd</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty FT Faculty Overload Pay FT Faculty Extra Pays (Lab Main, Dept. Chair, Co-Curricular, etc.)
02/13/22	02/26/22	03/11/22		Adjunct Pay 3 <sup>rd</sup> of 8 Pays
02/27/22	03/12/22	03/25/22		Adjunct Pay 4 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty Cash in Lieu – ESP I/II, Admin
03/13/22	03/26/22	04/08/22		Adjunct Pay 5 <sup>th</sup> of 8 Pays
03/27/22	04/09/22	04/22/22		Adjunct Pay 6 <sup>th</sup> of * Pays Cash In Lieu – Cust, Maint, Faculty FT Faculty 19 <sup>th</sup> Pay
04/10/22	04/23/22	05/06/22	Good Friday April 15 Easter April 17 College closed April 15-18	Adjunct Pay 7 <sup>th</sup> of 8 Pays
04/24/22	05/07/22	05/20/22		Adjunct Pay 8 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
05/08/22	05/21/22	06/03/22		

<b>Pay Period Start</b>	<b>Pay Period End</b>	<b>Check Date</b>	<b>Holidays</b>	<b>Significant Payroll Items</b>
05/22/22	06/04/22	06/17/22	Memorial Day May 30 - College closed	Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin
06/05/22	06/18/22	07/01/22		ESP I Longevity Payments
06/19/22	07/02/22	07/15/22		Cash In Lieu – Cust, Maint, Faculty ESP I/II, Cust, Maint Hourly Rate Changes ESP I/II, Cust, Maint Percentage Stipends Begin
07/03/22	07/16/22	07/29/22	July 4 <sup>th</sup> – College closed	MESSA Open Enrollment Aug 1-30 FT Faculty 26 <sup>th</sup> Pay 2021-2022
07/17/22	07/30/22	08/12/22		FT Faculty 1 <sup>st</sup> Pay 2022-2023
07/31/22	08/13/22	08/26/22		Cash In Lieu – Cust, Maint, Faculty