

## PAYROLL SCHEDULE

Aug 2022 – Aug 2023

All new employees must be approved to work by the Human Resources Office before being scheduled to work. Timesheets or web time entries must be submitted and approved 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 only. If you need to change your direct deposit information, please visit the Business 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 2022	August 14, 2022 through December 17, 2022
Spring 2023	January 8, 2023 through May 13, 2023
Summer 2023	May 21, 2023 through August 12, 2023

Pay Period Start	Pay Period End	Check Date	Holidays	Significant Payroll Items
07/17/22	07/30/22	08/12/22		FT Faculty 1 <sup>st</sup> Pay for 2022/23
07/31/22	08/13/22	08/26/22		Cash In Lieu – Cust, Maint, Faculty
08/14/22	08/27/22	09/09/22		ESP II Longevity MEA Dues Begin ESP II Education Stipends Begin
08/28/22	09/10/22	09/23/22	Labor Day Sept 5 - College closed	Adjunct Pay 1 <sup>st</sup> of 8 Pays Cash in Lieu – ESP I/II, Admin Cash In Lieu – Cust, Maint, Faculty
09/11/22	09/24/22	10/07/22		Adjunct Pay 2 <sup>nd</sup> of 8 Pays FT Faculty Overload Pay FT Faculty Extra Pays (Lab Main, Dept. Chair, Co-Curricular, etc.)
09/25/22	10/08/22	10/21/22		Adjunct 3 <sup>rd</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
10/09/22	10/22/22	11/04/22		Adjunct 4 <sup>th</sup> of 8 Pays MESSA Open Enrollment Nov 1-30
10/23/22	11/05/22	11/18/22		Adjunct 5 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
11/06/22	11/19/22	12/02/22		Adjunct 6 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin
11/20/22	12/03/22	12/16/22	Thanksgiving Nov 24 College closed Nov 24-27	Adjunct 7 <sup>th</sup> of 8 Pays Admin, FT Faculty- Taxable Life Insurance
12/04/22	12/17/22	12/30/22		Adjunct 8 <sup>th</sup> of 8 Pays
12/18/22	12/31/22	01/13/23	Christmas & New Year/College Closed Dec 23 – Jan 2	W2's will be available mid-January
01/01/23	01/14/23	01/27/23	Office open Jan 3	Cash In Lieu – Cust, Maint, Faculty
01/15/23	01/28/23	02/10/23		Adjunct Pay 1 <sup>st</sup> of 8 Pays
01/29/23	02/11/23	02/24/23		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.)
02/12/23	02/25/23	03/10/23		Adjunct Pay 3 <sup>rd</sup> of 8 Pays
02/26/23	03/11/23	03/24/23		Adjunct Pay 4 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty Cash in Lieu – ESP I/II, Admin
03/12/23	03/25/23	04/07/23		Adjunct Pay 5 <sup>th</sup> of 8 Pays
03/26/23	04/08/23	04/21/23		Adjunct Pay 6 <sup>th</sup> of * Pays Cash In Lieu – Cust, Maint, Faculty FT Faculty 19 <sup>th</sup> Pay
04/09/23	04/22/23	05/05/23	Good Friday April 7 Easter April 9 College closed April 7-10	Adjunct Pay 7 <sup>th</sup> of 8 Pays
04/23/23	05/06/23	05/19/23		Adjunct Pay 8 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
05/07/23	05/20/23	06/02/23		
05/21/23	06/03/23	06/16/23	Memorial Day May 29 - College closed	Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin
06/04/23	06/17/23	06/30/23		

Pay Period Start	Pay Period End	Check Date	Holidays	Significant Payroll Items
06/18/23	07/01/23	07/14/23		ESP I Longevity Payments ESP I/II, Cust, Maint Hourly Rate Changes ESP I/II, Cust, Maint Percentage Stipends Begin
07/02/23	07/15/23	07/28/23	July 4 <sup>th</sup> – College closed	FT Faculty 26 <sup>th</sup> Pay 2021-2022 Cash In Lieu – Cust, Maint, Faculty
<b>07/16/23</b>	<b>07/29/23</b>	<b>08/11/23</b>		<b>FT Faculty 27<sup>th</sup> Pay 2022-2023**</b>
07/30/23	08/12/23	08/25/23		FT Faculty 1 <sup>st</sup> Pay 2023-2024 Cash In Lieu – Cust, Maint, Faculty

**\*\*FACULTY SALARY WILL BE SPLIT BETWEEN 27 (UNLESS THE 9 MONTHS PAY SCHEDULE WAS PREVIOUSLY SELCTED).**