

## PAYROLL SCHEDULE

Aug 2023 – Aug 2024

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 2023	August 13, 2023 through December 16, 2023
Spring 2024	January 7, 2024 through May 11, 2024
Summer 2024	May 19, 2024 through August 10, 2024

Pay Period Start	Pay Period End	Check Date	Holidays	Significant Payroll Items
07/16/23	07/29/23	08/11/23		<b>FT Faculty 27<sup>th</sup> Pay for 2022/2023</b>
07/30/23	08/12/23	08/25/23		FT Faculty 1 <sup>st</sup> Pay for 2023/24 Cash In Lieu – Cust, Maint, Faculty
08/13/23	08/26/23	09/08/23		ESP II Longevity MEA Dues Begin ESP II Education Stipends Begin
08/27/23	09/09/23	09/22/23	Labor Day Sept 4 <sup>th</sup> - College closed	Adjunct Pay 1 <sup>st</sup> of 8 Pays Cash in Lieu – ESP I/II, Admin Cash In Lieu – Cust, Maint, Faculty
09/10/23	09/23/23	10/06/23		Adjunct Pay 2 <sup>nd</sup> of 8 Pays FT Faculty Overload Pay FT Faculty Extra Pays (Lab Main, Dept. Chair, Co-Curricular, etc.)
09/24/23	10/07/23	10/20/23		Adjunct 3 <sup>rd</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
10/08/23	10/21/23	11/03/23		Adjunct 4 <sup>th</sup> of 8 Pays MESSA Open Enrollment November 1 <sup>st</sup> -30 <sup>th</sup>
10/22/23	11/04/23	11/17/23		Adjunct 5 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
11/05/23	11/18/23	12/01/23		Adjunct 6 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin Adjunct Mileage Forms Due Dec 9
11/19/23	12/02/23	12/15/23	Thanksgiving Nov 23 College closed Nov 23-26	Adjunct 7 <sup>th</sup> of 8 Pays Admin, FT Faculty- Taxable Life Insurance
12/03/23	12/16/23	12/29/23		Adjunct 8 <sup>th</sup> of 8 Pays
12/17/23	12/30/23	01/12/24	Christmas & New Year/College Closed Dec 22 – Jan 1	W2's will be available mid-January
12/31/23	01/13/24	01/26/24	Office open Jan 2	Cash In Lieu – Cust, Maint, Faculty
01/14/24	01/27/24	02/09/24		Adjunct Pay 1 <sup>st</sup> of 8 Pays
01/28/24	02/10/24	02/23/24		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.)
02/11/24	02/24/24	03/08/24		Adjunct Pay 3 <sup>rd</sup> of 8 Pays
02/25/24	03/09/24	03/22/24		Adjunct Pay 4 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty Cash in Lieu – ESP I/II, Admin
03/10/24	03/23/24	04/05/24		Adjunct Pay 5 <sup>th</sup> of 8 Pays
03/24/24	04/06/24	04/19/24	Good Friday March 29 <sup>th</sup> Easter March 31 <sup>st</sup> College closed March 29-April 1	Adjunct Pay 6 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
04/07/24	04/20/24	05/03/24		Adjunct Pay 7 <sup>th</sup> of 8 Pays FT Faculty 19 <sup>th</sup> Pay
04/21/24	05/04/24	05/17/24		Adjunct Pay 8 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
05/05/24	05/18/24	05/31/24		

Pay Period Start	Pay Period End	Check Date	Holidays	Significant Payroll Items
05/19/24	06/01/24	06/14/24	Memorial Day May 27 <sup>th</sup> - College closed	Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin
06/02/24	06/15/24	06/28/24		
06/16/24	06/29/24	07/12/24		ESP I/II, Cust, Maint Hourly Rate Changes ESP I Longevity Payments
06/30/24	07/13/24	07/26/24	July 4 <sup>th</sup> – College closed	Cash In Lieu – Cust, Maint, Faculty
07/14/24	07/27/24	08/09/24		<b>FT Faculty 26<sup>th</sup> Pay 2023-2024</b>
07/28/24	08/10/24	08/23/24		FT Faculty 1 <sup>st</sup> Pay 2024-2025 Cash In Lieu – Cust, Maint, Faculty