

PAYROLL SCHEDULE

Aug 2024 – Aug 2025

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 2024	August 26, 2024 through December 12, 2024
Spring 2025	January 13, 2025 through May 7, 2025
Summer 2025	May 19, 2025 through August 08, 2025

Pay Period Start	Pay Period End	Check Date	Holidays	Significant Payroll Items
07/14/24	07/27/24	08/09/24		FT Faculty 26 th Pay 2023-2024
07/28/24	08/10/24	08/23/24		Cash In Lieu – Cust, Maint, Faculty FT Faculty 1 st Pay for 2024/25
08/11/24	08/24/24	09/06/24		ESP II Longevity MEA Dues Begin ESP II Education Stipends Begin
08/25/24	09/07/24	09/20/24	Labor Day Sept 2 - College closed	Adjunct Pay 1 st of 8 Pays Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin
09/08/24	09/21/24	10/04/24		Adjunct Pay 2 nd of 8 Pays FT Faculty Overload Pay FT Faculty Extra Pays (Lab Main, Dept. Chair, Co-Curricular, etc.)
09/22/24	10/05/24	10/18/24		Adjunct Pay 3 rd of 8 Pays Cash In Lieu – Cust, Maint, Faculty MESSA Open Enrollment Oct 15-Nov 15
10/06/24	10/19/24	11/01/24		Adjunct 4 th of 8 Pays
10/20/24	11/02/24	11/15/24		Adjunct 5 th of 8 Pays Cash In Lieu – Cust, Maint, Faculty
11/03/24	11/16/24	11/29/24		Adjunct 6 th of 8 Pays Adjunct Mileage Forms Due Dec 9
11/17/24	11/30/24	12/13/24	Thanksgiving Nov 28 College closed Nov 28-29	Adjunct 7 th of 8 Pays Admin, FT Faculty- Taxable Life Insurance
12/01/24	12/14/24	12/27/24		Adjunct 8 th of 8 Pays Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin
12/15/24	12/28/24	01/10/25	Christmas & New Year/College Closed Dec 24 – Jan 1	W2's will be available mid-January
12/29/24	01/11/25	01/24/25	Office open Jan 2	Cash In Lieu – Cust, Maint, Faculty
01/12/25	01/25/25	02/07/25		Adjunct Pay 1 st of 8 Pays
01/26/25	02/08/25	02/21/25		Adjunct Pay 2 nd of 8 Pays Cash In Lieu – Cust, Maint, Faculty FT Faculty Overload Pay FT Faculty Extra Pays (Lab Main, Dept. Chair, Co-Curricular, etc.)
02/09/25	02/22/25	03/07/25		Adjunct Pay 3 rd of 8 Pays
02/23/25	03/08/25	03/21/25		Adjunct Pay 4 th of 8 Pays Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin
03/09/25	03/22/25	04/04/25		Adjunct Pay 5 th of 8 Pays
03/23/25	04/05/25	04/18/25		Adjunct Pay 6 th of * Pays Cash In Lieu – Cust, Maint, Faculty
04/06/25	04/19/25	05/02/25	Good Friday April 18 Easter April 20 College closed April 18-21	Adjunct Pay 7 th of 8 Pays FT Faculty 19 th Pay
04/20/25	05/03/25	05/16/25		Adjunct Pay 8 th of 8 Pays Cash In Lieu – Cust, Maint, Faculty
05/04/25	05/17/25	05/30/25		
05/18/25	05/31/25	06/13/25	Memorial Day May 26 - College closed	Adjunct Pay 1 st of 6 Pays-Summer

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06/01/25	06/14/25	06/27/25		Adjunct Pay 2 nd of 6 Pays-Summer Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin
06/15/25	06/28/25	07/11/25		ESP I, Cust, Maint Longevity Payments ESP I/II, Cust, Maint Hourly Rate Changes ESP I/II, Cust, Maint Percentage Stipends Begin Adjunct Pay 3 rd of 6 Pays-Summer
6/29/25	07/12/25	07/25/25	July 4 th – College closed	Adjunct 4th of 6 Pays-Summer Cash In Lieu – Cust, Maint, Faculty
07/13/25	07/26/25	08/08/25		FT Faculty 26 th Pay 2024-2025 Adjunct 5th of 6 Pays-Summer
07/27/25	08/09/25	08/22/25		FT Faculty 1 st Pay 2025-2026 Adjunct 6th of 6 Pays-Summer Cash In Lieu – Cust, Maint, Faculty