

PAYROLL SCHEDULE

Aug 2018 – Aug 2019

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 2018	August 18, 2018 through December 22, 2018
Spring 2019	January 6, 2019 through May 11, 2019
Summer 2019	May 12, 2019 through August 17, 2019

Pay Period Start	Pay Period End	Check Date	Holidays	Significant Payroll Items
07/22/18	08/04/18	08/17/18		FT Faculty 1 st Pay for 2018/19 Cash In Lieu – Cust, Maint, Faculty
08/05/18	08/18/18	08/31/18		
08/19/18	09/01/18	09/14/18		ESP II Longevity MEA Dues Begin ESP II Education Stipends Begin Cash In Lieu – Cust, Maint, Faculty Adjunct Pay 1 st of 8 Pays
09/02/18	09/15/18	09/28/18	Labor Day Sept 3/College closed	Adjunct Pay 2 nd of 8 Pays Cash in Lieu – ESP I/II, Admin
09/16/18	09/29/18	10/12/18		Adjunct Pay 3 rd of 8 Pays FT Faculty Overload Pay FT Faculty Extra Pays (Lab Main, Dept. Chair, Co-Curricular, etc.)
09/30/18	10/13/18	10/26/18		Adjunct 4 th of 8 Pays
10/14/18	10/27/18	11/09/18		Adjunct 5 th of 8 Pays
10/28/18	11/10/18	11/23/18		Adjunct 6 th of 8 Pays Cash In Lieu – Cust, Maint, Faculty
11/11/18	11/24/18	12/07/18	Thanksgiving Nov 22 College closed Nov 22-23	Adjunct 7 th of 8 Pays Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin Adjunct Mileage Forms Due Dec 14
11/25/18	12/08/18	12/21/18		Adjunct 8 th of 8 Pays Admin, FT Faculty- Taxable Life Insurance
12/09/18	12/22/18	01/04/19		W2's will be available mid-January
12/23/18	01/05/19	01/18/19	Christmas & New Year/College Closed Dec 24 – Jan 1	Cash In Lieu – Cust, Maint, Faculty
01/06/19	01/19/19	02/01/19		
01/20/19	02/02/19	02/15/19		Cash In Lieu – Cust, Maint, Faculty Adjunct Pay 1 st of 8 Pays
02/03/19	02/16/19	03/01/19		Adjunct Pay 2 nd of 8 Pays
02/17/19	03/02/19	03/15/19		Adjunct Pay 3 rd of 8 Pays Cash In Lieu – Cust, Maint, Faculty FT Faculty Overload Pay FT Faculty Extra Pays (Lab Main, Dept. Chair, Co-Curricular, etc.)
03/03/19	03/16/19	03/29/19		Adjunct Pay 4 th of 8 Pays Cash in Lieu – ESP I/II, Admin
03/17/19	03/30/19	04/12/19		Adjunct Pay 5 th of 8 Pays
03/31/19	04/13/19	04/26/19	Good Friday April 19 Easter April 21 College closed April 19–April 22	Adjunct Pay 6 th of * Pays Cash In Lieu – Cust, Maint, Faculty FT Faculty 19 th Pay
04/14/19	04/27/19	05/10/19		Adjunct Pay 7 th of 8 Pays
04/28/19	05/11/19	05/24/19		Adjunct Pay 8 th of 8 Pays Cash In Lieu – Cust, Maint, Faculty
05/12/19	05/25/19	06/07/19	Memorial Day May 27/College closed	
05/26/19	06/08/19	06/21/19		Cash In Lieu – Cust, Maint, Faculty, ESP I/II, Admin
06/09/19	06/22/19	07/05/19		ESP I Longevity Payments

Pay Period Start	Pay Period End	Check Date	Holidays	Significant Payroll Items
06/23/19	07/06/19	07/19/19	July 4 th /College closed	Cash In Lieu – Cust, Maint, Faculty ESP I/II, Cust, Maint Hourly Rate Changes ESP I/II, Cust, Maint Percentage Stipends Begin
07/07/19	07/20/19	08/02/19		MESSA Open Enrollment Aug 1-30 FT Faculty 26 th Pay 2018-19
07/21/19	08/03/19	08/16/19		FT Faculty 1 st Pay 2019-20 Cash In Lieu – Cust, Maint, Faculty
08/04/19	08/17/19	08/30/19		