

## PAYROLL SCHEDULE

Aug 2017 – Aug 2018

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 2017	August 20, 2017 through December 23, 2017
Spring 2018	January 7, 2018 through May 12, 2018
Summer 2018	May 13, 2018 through August 18, 2018

Pay Period Start	Pay Period End	Check Date	Holidays	Significant Payroll Items
07/23/17	08/05/17	08/18/17		FT Faculty 1 <sup>st</sup> Pay for 2017/18 Cash In Lieu – Cust, Maint, Faculty
08/06/17	08/19/17	09/01/17		ESP II Longevity ESP II Education Stipends Begin MEA Dues Begin
08/20/17	09/02/17	09/15/17		Cash In Lieu – Cust, Maint, Faculty Adjunct Pay 1 <sup>st</sup> of 8 Pays
09/03/17	09/16/17	09/29/17	Labor Day Sept 4/College closed	Adjunct Pay 2 <sup>nd</sup> of 8 Pays Cash in Lieu – ESP I/II
09/17/17	09/30/17	10/13/17		Adjunct Pay 3 <sup>rd</sup> of 8 Pays FT Faculty Overload Pay FT Faculty Extra Pays (Lab Main, Dept. Chair, Co-Curricular, etc.)
10/01/17	10/14/17	10/27/17		Adjunct 4 <sup>th</sup> of 8 Pays
10/15/17	10/28/17	11/09/17	Early pay/Veteran's Day Nov 10	Adjunct 5 <sup>th</sup> of 8 Pays
10/29/17	11/11/17	11/24/17		Adjunct 6 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
11/12/17	11/25/17	12/08/17	Thanksgiving Nov 23 College closed Nov 23-24	Adjunct 7 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty, ESP I/II Adjunct Mileage Forms Due Dec 15
11/26/17	12/09/17	12/22/17		Adjunct 8 <sup>th</sup> of 8 Pays Admin, FT Faculty- Taxable Life Insurance
12/10/17	12/23/17	01/05/18		W2's will be available mid-January
12/24/17	01/06/18	01/19/18	Christmas & New Year/College Closed Dec 24 – Jan 2	Cash In Lieu – Cust, Maint, Faculty
01/07/18	01/20/18	02/02/18		
01/21/18	02/03/18	02/16/18		Cash In Lieu – Cust, Maint, Faculty Adjunct Pay 1 <sup>st</sup> of 8 Pays
02/04/18	02/17/18	03/02/18		Adjunct Pay 2 <sup>nd</sup> of 8 Pays
02/18/18	03/03/18	03/16/18		Adjunct Pay 3 <sup>rd</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.)
03/04/18	03/17/18	03/30/18		Adjunct Pay 4 <sup>th</sup> of 8 Pays Cash in Lieu – ESP I/II
03/18/18	03/31/18	04/13/18		Adjunct Pay 5 <sup>th</sup> of 8 Pays
04/01/18	04/14/18	04/27/18	Good Friday Mar 30 Easter April 01 College closed Mar 30 - Apr 02	Adjunct Pay 6 <sup>th</sup> of * Pays Cash In Lieu – Cust, Maint, Faculty FT Faculty 19 <sup>th</sup> Pay
04/15/18	04/28/18	05/11/18		Adjunct Pay 7 <sup>th</sup> of 8 Pays
04/29/18	05/12/18	05/25/18		Adjunct Pay 8 <sup>th</sup> of 8 Pays Cash In Lieu – Cust, Maint, Faculty
05/13/18	05/26/18	06/08/18	Memorial Day May 28/College closed	
05/27/18	06/09/18	06/22/18		Cash In Lieu – Cust, Maint, Faculty, ESP I/II
06/10/18	06/23/18	07/06/18		ESP I Longevity Payments
06/24/18	07/07/18	07/20/18	July 4 <sup>th</sup> /College closed	Cash In Lieu – Cust, Maint, Faculty

<b>Pay Period Start</b>	<b>Pay Period End</b>	<b>Check Date</b>	<b>Holidays</b>	<b>Significant Payroll Items</b>
				ESP I/II, Cust, Maint Hourly Rate Changes ESP I/II, Cust, Maint Percentage Stipends Begin
07/08/18	07/21/18	08/03/18		MESSA Open Enrollment Aug 1-30 FT Faculty 26 <sup>th</sup> Pay 2017-18
07/22/18	08/04/18	08/17/18		FT Faculty 1 <sup>st</sup> Pay 2018-19 Cash In Lieu – Cust, Maint, Faculty
08/05/18	08/18/18	08/31/18		