

PAYROLL SCHEDULE
2011-12

Payroll Checks/Advices may be picked up at the reception desk in Van Lare Hall on pay dates or in the Human Resources office in VLH102 on any other day. If you are interested in direct deposit, please visit the Human Resources office. Paperless payroll is available through WebAdvisor.

Only timesheets issued by the Human Resources office are valid. Hourly employees who have not received a timesheet from Human Resources are not authorized for work and must not be scheduled to work. Timesheets are due in the Human Resources office no later than the following Monday after the pay period end date. Late or incomplete timesheets will result in a delay of payment.

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 CWS funds must not work beyond their individual award amount nor work outside of the semester time frames stated below.** Workstudy employees that have met eligibility requirements are permitted to work only within the timeframes stated below:

Fall 2011	August 29, 2011 through December 15, 2011
Spring 2012	January 9, 2012 through May 2, 2012
Summer 2012	May 7, 2012 through August 3, 2012

This payroll schedule is subject to change without notice.

Pay Period Start	Pay Period End	Pay Date	Holidays	Significant Payroll Items
06/05/11	06/18/11	07/01/11		Admin 1 st of 27 pays
06/19/11	07/02/11	07/15/11		Cash In Lieu – Cust, Maint, Faculty ESP I Longevity Summer Faculty Payroll – 2 nd Session Payments begin
07/03/11	07/16/11	07/29/11	Independence Day July 4-College Closed	
07/17/11	07/30/11	08/12/11		FT Faculty – Last Pay 2010/11
07/31/11	08/13/11	08/26/11		FT Faculty – 1 st Pay 2011/12 Cash In Lieu – Cust, Maint, Faculty
08/14/11	08/27/11	09/09/11		MEA dues begin (Faculty 8 monthly pmts, ESP 17 Pays, Cust/Maint 26 pays)
08/28/11	09/10/11	09/23/11	Labor Day Sept 5 College Closed	Adjunct 1 st of 8 pays ESP II Longevity ESP II Education Stipend begins (16 pays- ends April 20) Cash In Lieu – Cust, Maint, Faculty Cash In Lieu – ESP, Admin
09/11/11	09/24/11	10/07/11		Adjunct 2 nd of 8 pays FT Faculty Overload Pay
09/25/11	10/08/11	10/21/11		Adjunct 3 rd of 8 pays Cash In Lieu – Cust, Maint, Faculty FT Faculty Extra Pays (Maint, Dept Chair, Co-Curricular, Athletic, etc.)
10/09/11	10/22/11	11/04/11		Adjunct 4 th of 8 pays
10/23/11	11/05/11	11/18/11		Adjunct 5 th of 8 pays Cash In Lieu – Cust, Maint, Faculty
11/06/11	11/19/11	12/02/11		Adjunct 6 th of 8 pays
11/20/11	12/03/11	12/16/11*	Thanksgiving Nov 24 College Closed Nov 24 & 25	Adjunct 7 th of 8 pays Cash In Lieu – Cust, Maint, Faculty Cash In Lieu – ESP, Admin
12/04/11	12/17/11	12/30/11*	Christmas Break Dec 23-Jan 2 College closed Dec 30-If you would like your check mailed, you must provide a self-addressed stamped envelope no later than Dec 22.	Adjunct 8 th of 8 pays
12/18/11	12/31/11	01/13/12	New Years Day Jan 1 College Closed Jan 2 (Monday)	
01/01/12	01/14/12	01/27/12		Cash In Lieu – Cust, Maint, Faculty
01/15/12	01/28/12	02/10/12		Adjunct 1 st of 8 Pays
01/29/12	02/11/12	02/24/12		Cash In Lieu – Cust, Maint, Faculty FT Faculty Overload Pay begins Adjunct 2 nd of 8 Pays
02/12/12	02/25/12	03/09/12		Adjunct 3 rd of 8 Pays
02/26/12	03/10/12	03/23/12		Cash In Lieu – Cust, Maint, Faculty Cash In Lieu – ESP, Admin

Pay Period Start	Pay Period End	Pay Date	Holidays	Significant Payroll Items
				FT Faculty Extra Pays (Maint, Dept Chair, Co-Curricular, Athletic, etc.) Adjunct 4 th of 8 Pays
03/11/12	03/24/12	04/05/12 (early pay)	Payday on Thursday due to the college being closed on April 6	Adjunct 5 th of 8 Pays
03/25/12	04/07/12	04/20/12		Cash In Lieu – Cust, Maint, Faculty Adjunct 6 th of 8 Pays
04/08/12	04/21/12	05/04/12	Good Friday April 6 Easter April 8 College Closed April 6 and April 9	FT Faculty 19 th pay Adjunct 7 th of 8 Pays
04/22/12	05/05/12	05/18/12		Cash In Lieu – Cust, Maint, Faculty Adjunct 8 th of 8 Pays
05/06/12	05/19/12	06/01/12		Summer Faculty Payroll Begins See Faculty Payroll Schedule for Summer 2012 available on the HR Website
05/20/12	06/02/12	06/15/12	Memorial Day May 28 College Closed	Cash In Lieu – Cust, Maint, Faculty Cash In Lieu – ESP, Admin
06/03/12	06/16/12	06/29/12		Admin 27 th Pay 2011-12 Salary
06/17/12	06/30/12	07/13/12		Admin 1 st Pay
07/01/12	07/14/12	07/27/12	Independence Day July 4 College Closed	Cash In Lieu – Cust, Maint, Faculty ESP I Longevity
07/15/12	07/28/12	08/10/12		FT Faculty 26 th pay
07/29/12	08/11/12	08/24/12		FT Faculty 1 st pay (26 pays for 2012/13) Cash In Lieu – Cust, Maint, Faculty

*Checks will be mailed only if you provide a self-addressed, stamped envelope to the Human Resources office.