



**To: PART TIME CLT's, NON-TEACHING ADJUNCTS, CONTINUING EDUCATION
TEACHERS, & COLLEGE ASSISTANTS**

From: HUMAN RESOURCES DEPARTMENT

Date JULY 12, 2021

Re: PAYROLL SCHEDULE FOR JULY 1, 2021 – JUNE 30, 2022

Below is a schedule of pay dates, work periods and timesheet due dates for **Part-time CLT's, Non-teaching Adjuncts, Continuing Education Teachers and College Assistants**. In order to avoid confusion and delay of payments, this schedule must be adhered to and strictly enforced. Timesheets not received in the payroll office on time will be processed for the following payday. **All employees mentioned above are responsible for their own record keeping. Always retain a copy of each timesheet submitted to Payroll.**

<u>PAYDATES</u>	<u>WORK PERIOD</u>	<u>TIMESHEET TO PAYROLL</u>
07/23/21	06/27/2021 - 07/10/2021	07/13/2021
08/06/21	07/11/2021 - 07/24/2021	07/27/2021
08/20/21	07/26/2021 - 08/07/2021	08/10/2021
09/03/21	08/08/2021 - 08/21/2021	08/24/2021
09/17/21	08/22/2021 - 09/04/2021	09/07/2021
10/01/21	09/05/2021 - 09/18/2021	09/21/2021
10/15/21	09/19/2021 - 10/02/2021	10/05/2021
10/29/21	10/03/2021 - 10/16/2021	10/19/2021
11/12/21	10/17/2021 - 10/30/2021	11/02/2021
11/26/21	10/31/2021 - 11/13/2021	11/16/2021
12/10/21	11/14/2021 - 11/27/2021	11/30/2021
12/24/21	11/28/2021 - 12/11/2021	12/14/2021
01/07/22	12/12/2021 - 12/25/2021	12/28/2021
01/21/22	12/26/2021 - 01/08/2022	01/11/2022
02/04/22	01/09/2022 - 01/22/2022	01/25/2022
02/18/22	01/23/2022 - 02/05/2022	02/08/2022
03/04/22	02/06/2022 - 02/19/2022	02/22/2022
03/18/22	02/20/2022 - 03/05/2022	03/08/2022
04/01/22	03/06/2022 - 03/19/2022	03/22/2022
04/15/22	03/20/2022 - 04/02/2022	04/05/2022
04/29/22	04/03/2022 - 04/16/2022	04/19/2022
05/13/22	04/17/2022 - 04/30/2022	05/03/2022
05/27/22	05/01/2022 - 05/14/2022	05/17/2022
06/10/22	05/15/2022 - 05/28/2022	05/31/2022
06/24/22	05/29/2022 - 06/11/2022	06/14/2022
07/08/22	06/12/2022 - 06/25/2022	06/28/2022