



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

From: HUMAN RESOURCES DEPARTMENT

Date JULY 01, 2022

Re: PAYROLL SCHEDULE FOR JULY 1, 2022 – JUNE 30, 2023

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.

Table with 3 columns: PAYDATES, WORK PERIOD, and TIMESHEET TO PAYROLL. It lists dates from 07/22/22 to 07/07/23 and corresponding work periods and timesheet due dates.