

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.

PAYDATES	WORK PERIOD	TIMESHEET TO PAYROLL
07/22/22	06/26/2022 - 07/09/2022	07/11/2022
08/05/22	07/10/2022 - 07/23/2022	07/25/2022
08/19/22	07/24/2022 - 08/06/2022	08/08/2022
09/02/22	08/07/2022 - 08/20/2022	08/22/2022
09/16/22	08/21/2022 - 09/03/2022	09/05/2022
09/30/22	09/04/2022 - 09/17/2027	09/19/2022
10/14/22	09/18/2022 - 10/01/2022	10/03/2022
10/28/22	10/02/2022 - 10/15/2022	10/17/2022
11/11/22	10/16/2022 - 10/29/2022	10/31/2022
11/25/22	10/30/2022 - 11/12/2022	11/14/2022
12/09/22	11/13/2022 - 11/26/2022	11/28/2022
12/23/22	11/27/2022 - 12/10/2022	12/12/2022
01/06/23	12/11/2022 - 12/24/2022	12/26/2022
01/20/23	12/25/2022 - 01/07/2023	01/09/2023
02/03/23	01/08/2023 - 01/21/2023	01/23/2023
02/17/23	01/22/2023 - 02/04/2023	02/06/2023
03/03/23	02/05/2023 - 02/18/2023	02/20/2023
03/17/23	02/19/2023 - 03/04/2023	03/06/2023
03/31/23	03/05/2023 - 03/18/2023	03/20/2023
04/14/23	03/19/2023 - 04/01/2023	04/03/2023
04/28/23	04/02/2023 - 04/15/2023	04/17/2023
05/12/23	04/16/2023 - 04/29/2023	05/01/2023
05/26/23	04/30/2023 - 05/13/2023	05/15/2023
06/09/23	05/14/2023 - 05/27/2023	05/29/2023
06/23/23	05/28/2023 - 06/10/2023	06/12/2023
07/07/23	06/11/2023 - 06/24/2023	06/26/2023

