

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

From: HUMAN RESOURCES DEPARTMENT

Date JULY 01, 2023

Re: PAYROLL SCHEDULE FOR JULY 1, 2023 – JUNE 30, 2024

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>
07/21/23	06/25/2023 - 07/08/2023	7/9/2023
08/04/23	07/09/2023 - 07/22/2023	7/24/2023
08/18/23	07/23/2023 - 08/05/2023	8/7/2023
09/01/23	08/06/2023 - 08/19/2023	8/21/2023
09/15/23	08/20/2023 - 09/02/2023	9/4/2023
09/29/23	09/03/2023 - 09/16/2023	9/18/2023
10/13/23	09/17/2023 - 09/30/2023	10/2/2023
10/27/23	10/01/2023 - 10/14/2023	10/16/2023
11/09/23	10/15/2023 - 10/28/2023	10/30/2023
11/24/23	10/29/2023 - 11/11/2023	11/13/2023
12/08/23	11/12/2023 - 11/25/2023	11/27/2023
12/22/23	11/26/2023 - 12/09/2023	12/11/2023
01/05/24	12/10/2023 - 12/23/2023	12/25/2023
01/19/24	12/24/2023 - 01/06/2024	1/8/2024
02/02/24	01/07/2024 - 01/20/2024	1/22/2024
02/16/24	01/21/2024 - 02/03/2024	2/5/2024
03/01/24	02/04/2024 - 02/17/2024	2/19/2024
03/15/24	02/18/2024 - 03/02/2024	3/4/2024
03/29/24	03/03/2024 - 03/16/2024	6/18/2024
04/12/24	03/17/2024 - 03/30/2024	4/1/2024
04/26/24	03/31/2024 - 04/13/2024	4/15/2024
05/10/24	04/14/2024 - 04/27/2024	4/29/2024
05/24/24	04/28/2024 - 05/11/2024	5/13/2024
06/07/24	05/12/2024 - 05/25/2024	5/27/2024
06/21/24	05/26/2024 - 06/08/2024	6/10/2024
07/05/24	06/09/2024 - 06/22/2024	6/24/2024