

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

From: HUMAN RESOURCES DEPARTMENT

Date JULY 01, 2025

Re: PAYROLL SCHEDULE FOR JULY 1, 2025 – JUNE 30, 2026

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
07/18/2025	06/22/2025 - 07/05/2025	07/07/2025
08/01/2025	07/06/2025 - 07/19/2025	07/21/2025
08/15/2025	07/20/2025 - 08/02/2025	08/04/2025
08/29/2025	08/03/2025 - 08/16/2025	08/18/2025
09/12/2025	08/17/2025 - 08/30/2025	09/02/2025
09/26/2025	08/31/2025 - 09/13/2025	09/15/2025
10/10/2025	09/14/2025 - 09/27/2025	09/29/2025
10/24/2025	09/28/2025 - 10/11/2025	10/14/2025
11/07/2025	10/12/2025 - 10/25/2025	10/27/2025
11/21/2025	10/26/2025 - 11/08/2025	11/10/2025
12/05/2025	11/09/2025 - 11/22/2025	11/24/2025
12/19/2025	11/23/2025 - 12/06/2025	12/08/2025
01/02/2026	12/07/2025 - 12/20/2025	12/22/2025
01/16/2026	12/21/2025 - 01/03/2026	01/05/2026
01/30/2026	01/04/2026 - 01/17/2026	01/20/2026
02/13/2026	01/18/2026 - 01/31/2026	02/02/2026
02/27/2026	02/01/2026 - 02/14/2026	02/17/2026
03/13/2026	02/15/2026 - 02/28/2026	03/02/2026
03/27/2026	03/01/2026 - 03/14/2026	03/16/2026
04/10/2026	03/15/2026 - 03/28/2026	03/30/2026
04/24/2026	03/29/2026 - 04/11/2026	04/13/2026
05/08/2026	04/12/2026 - 04/25/2026	04/27/2026
05/22/2026	04/26/2026 - 05/09/2026	05/11/2026
06/05/2026	05/10/2026 - 05/23/2026	05/26/2026
06/18/2026	05/24/2026 - 06/06/2026	06/08/2026
07/02/2026	06/07/2026 - 06/20/2026	06/22/2026