PAYROLL ADMINISTRATION

There are 24 pay periods during the year for 12-month faculty and staff, and 22 pay periods for 11-month staff, and 20 pay periods for 10-faculty and staff. Payments are made on the 10th day and 25th day of each month, after the preceding pay period. Pay periods and pay dates are as follows:

Hours worked during (pay period):	Pay Date
1st of month – 15th of month	25th of that month
16th of month – end of month	10th of the next month

When a designated pay day falls on a weekend, holiday or other time that the College is not in regular session, payment will be made available to employees on the closest workday preceding the designated pay date.

Paydays commence on the first possible scheduled pay date after the completion of all required employment forms and related paperwork.

Paydays for adjunct faculty are determined each semester by the Human Resources Office and published to adjunct faculty as soon as available.