

**To: Part Time CLT's, Non-Teaching Adjuncts, and Continuing Education Teachers
And College Assistants**
From: Payroll Department
Date: June 13, 2017
Re: PAYROLL SCHEDULE for July 2017 – July 2018

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