

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

**From: HUMAN RESOURCES DEPARTMENT**

**Date JULY 01, 2024**

**Re: PAYROLL SCHEDULE FOR JULY 1, 2024 – JUNE 30, 2025**

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
7/19/2024	06/23/2024 - 07/06/2024	7/8/2024
8/2/2024	07/07/2024 - 07/20/2024	7/22/2024
8/16/2024	07/21/2024 - 08/03/2024	8/5/2024
8/30/2024	08/04/2024 - 08/17/2024	8/19/2024
9/13/2024	08/18/2024 - 08/31/2024	9/2/2024
9/27/2024	09/01/2024 - 09/14/2024	9/16/2024
10/11/2024	09/15/2024 - 09/28/2024	9/30/2024
10/25/2024	09/29/2024 - 10/12/2024	10/14/2024
11/8/2024	10/13/2024 - 10/26/2024	10/28/2024
11/22/2024	10/27/2024 - 11/09/2024	11/11/2024
12/6/2024	11/10/2024 - 11/23/2024	11/25/2024
12/20/2024	11/24/2024 - 12/07/2024	12/9/2024
1/3/2025	12/08/2024 - 12/21/2024	12/23/2024
1/17/2025	12/22/2024 - 01/04/2025	1/6/2025
1/31/2025	01/05/2025 - 01/18/2025	1/20/2025
2/14/2025	01/19/2025 - 02/01/2025	2/3/2025
2/28/2025	02/02/2025 - 02/15/2025	2/17/2025
3/14/2025	02/16/2025 - 03/01/2025	3/3/2025
3/28/2025	03/02/2025 - 03/15/2025	3/17/2025
4/11/2025	03/16/2025 - 03/29/2025	3/31/2025
4/25/2025	03/30/2025 - 04/12/2025	4/14/2025
5/9/2025	04/13/2025 - 04/26/2025	4/28/2025
5/23/2025	04/27/2025 - 05/10/2025	5/12/2025
6/6/2025	05/11/2025 - 05/24/2025	5/26/2025
6/20/2025	05/25/2025 - 06/07/2025	6/9/2025
7/4/2025	06/08/2025 - 06/21/2025	6/23/2025