

**PART-TIME FACULTY****2021-22 Payroll Schedule**Timesheet Pay Cycles: **July 1, 2021 – June 30, 2022**Service periods run the 24<sup>th</sup> through the 23<sup>rd</sup>

SERVICE PERIOD	DUE TO DEAN	DUE IN PAYROLL OFFICE Bldg. 10-A	EFT BANK DEPOSIT DATE & PAY WARRANTS PICK-UP 8:30 am–5 pm FISCAL SVCS WINDOW BLDG 10-A	FACULTY UNIT OF PAY (UOP) Fall 1 <sup>st</sup> 8 wks, 10/9, 11/9. 2 <sup>nd</sup> 8 wks, 12/10, 1/9. Spring 1 <sup>st</sup> 8 wks, 3/11, 4/9, 5/9. 2 <sup>nd</sup> 8 wks, 5/9, 6/10, 7/9.
7/01 – 7/23/21	July 21	July 22 by NOON	August 9	SUMR UOP-2 pymts;7/9-8/9 (or, pending start/end dates,7/9-9/9)
7/24 – 8/23/21	Aug 19	Aug 20 by NOON	September 9	SUMR UOP-2 pymts;7/9-8/9 (or, pending start/end dates,7/9-9/9)
8/24 – 9/23/21	Sept 22	Sept 23 by NOON	October 11	FALL 16-wk UOP #1
9/24 – 10/23/21	Oct 21	Oct 22 by NOON	November 9	FALL 16-wk UOP #2
10/24–11/23/21	Nov 18	Nov 19 by NOON	December 9	FALL 16-wk UOP #3
11/24–12/23/21	Dec 13	Dec 14 by NOON	January 10	FALL 16-wk UOP #4
12/24 – 1/23/22	Jan 20	Jan 21 by NOON	February 9	WINTER UOP #1
1/24 – 2/23/22	Feb 17	Feb 18 by NOON	March 9	WINTER UOP #2 SPRING 16-wk UOP #1
2/24 – 3/23/22	Mar 23	Mar 24 by NOON	April 11	SPRING 16-wk UOP #2
3/24 – 4/23/22	Apr 21	Apr 22 by NOON	May 9	SPRING 16-wk UOP #3
4/24– 5/23/22	May 19	May 20 by NOON	June 9	SPRING 16-wk UOP #4
5/24– 6/23/22	June 20	June 21 by NOON	July 11	SPRING 16-wk UOP #5
*6/24 – 6/30/22	*June 30	*July 1 by NOON	*July 15-Supp Payroll	*Timesheets Only

**VERY IMPORTANT:**

- Please ensure your signed academic contract is up to date and accurately reflects all of your assignments
- You must provide your dean with a completed monthly absence report for missed classes
- Those on timesheet should submit them to dean for signature prior to payroll deadline, w/attached absence report (if applicable)
- **Unit of Pay schedule is based on typical 16 or 8 week terms; pay for atypical start/end dates are pro-rated**
- Do **NOT** use white-out – line through/initial changes; timesheet must reflect actual hours/times/dates worked
- Holiday hours worked **MUST** be initialed by your supervisor/dean as campus is generally closed on holidays
- You may occasionally be asked to project your hours due to an earlier deadline...please notify your supervisor/dean/payroll immediately if projected hours should be amended due to unanticipated circumstances

**\*REMINDER - Fiscal Year End Supplemental Payroll**

**Please note the service period dates when completing your timesheets and follow normal procedures according to due dates listed.**