

PART-TIME FACULTY**2022-23 Payroll Schedule**Timesheet Pay Cycles: **July 1, 2022 – June 30, 2023**Service periods run the 24th through the 23rd

| 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 st 8 wks, 10/9, 11/9. 2 nd 8 wks, 12/10, 1/9. Spring 1 st 8 wks, 3/11, 4/9, 5/9. 2 nd 8 wks, 5/9, 6/10, 7/9. |
|-----------------|------------------|--|---|---|
| 7/01 – 7/23/22 | July 19 | July 20 by NOON | August 9 | SUMR UOP-2 pymts;7/9-8/9 (or, pending start/end dates,7/9-9/9) |
| 7/24 – 8/23/22 | Aug 19 | Aug 22 by NOON | September 9 | SUMR UOP-2 pymts;7/9-8/9 (or, pending start/end dates,7/9-9/9) |
| 8/24 – 9/23/22 | Sept 20 | Sept 21 by NOON | October 10 | FALL 16-wk UOP #1 |
| 9/24 – 10/23/22 | Oct 20 | Oct 21 by NOON | November 9 | FALL 16-wk UOP #2 |
| 10/24–11/23/22 | Nov 17 | Nov 18 by NOON | December 9 | FALL 16-wk UOP #3 |
| 11/24–12/23/22 | Dec 12 | Dec 13 by NOON | January 9 | FALL 16-wk UOP #4 |
| 12/24 – 1/23/23 | Jan 23 | Jan 24 by NOON | February 9 | WINTER UOP #1 |
| 1/24 – 2/23/23 | Feb 15 | Feb 16 by NOON | March 9 | WINTER UOP #2 SPRING 16-wk UOP #1 |
| 2/24 – 3/23/23 | Mar 21 | Mar 22 by NOON | April 10 | SPRING 16-wk UOP #2 |
| 3/24 – 4/23/23 | Apr 19 | Apr 20 by NOON | May 9 | SPRING 16-wk UOP #3 |
| 4/24– 5/23/23 | May 19 | May 22 by NOON | June 9 | SPRING 16-wk UOP #4 |
| 5/24– 6/23/23 | June 15 | June 19 by NOON | July 10 | SPRING 16-wk UOP #5 |
| *6/24 – 6/30/23 | *June 28 by noon | *June 29 by the end of day | *July 17-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.