

# PART-TIME FACULTY

## 2023-24 Payroll Schedule

Timesheet Pay Cycles: **July 1, 2023 – June 30, 2024**

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 – 7/23/23	July 17	July 18 by NOON	August 9	SUMR UOP-2 pymts;7/9-8/9 (or, pending start/end dates,7/9-9/9)
7/24 – 8/23/23	Aug 21	Aug 22 by NOON	September 11	SUMR UOP-2 pymts;7/9-8/9 (or, pending start/end dates,7/9-9/9)
8/24 – 9/23/23	Sept 20	Sept 21 by NOON	October 9	FALL 16-wk UOP #1
9/24 – 10/23/23	Oct 20	Oct 23 by NOON	November 9	FALL 16-wk UOP #2
10/24–11/23/23	Nov 17	Nov 20 by NOON	December 11	FALL 16-wk UOP #3
11/24–12/23/23	Dec 11	Dec 12 by NOON	January 9	FALL 16-wk UOP #4
12/24 – 1/23/24	Jan 23	Jan 24 by NOON	February 9	WINTER UOP #1
1/24 – 2/23/24	Feb 20	Feb 21 by NOON	March 11	WINTER UOP #2 SPRING 16-wk UOP #1
2/24 – 3/23/24	Mar 21	Mar 22 by NOON	April 9	SPRING 16-wk UOP #2
3/24 – 4/23/24	Apr 22	Apr 23 by NOON	May 9	SPRING 16-wk UOP #3
4/24– 5/23/24	May 22	May 23 by NOON	June 10	SPRING 16-wk UOP #4
5/24– 6/23/24	June 17	June 18 by NOON	July 9	SPRING 16-wk UOP #5
*6/24 – 6/30/24	*June 25 by noon	*June 26 by the end of day	*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.*