

PART-TIME FACULTY**2024-25 Payroll Schedule**Timesheet Pay Cycles: **July 1, 2024 – June 30, 2025**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 PAYROLL WINDOW BLDG 10-A	FACULTY UNIT OF PAY (UOP)
7/01 – 7/23/24	July 18	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 – 8/23/24	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 – 9/23/24	Sept 19	Sept 20 by NOON	October 9	FALL 16-wk UOP #1
9/24 – 10/23/24	Oct 22	Oct 23 by NOON	November 12	FALL 16-wk UOP #2
10/24–11/23/24	Nov 15	Nov 18 by NOON	December 9	FALL 16-wk UOP #3
11/24–12/23/24	Dec 10	Dec 11 by NOON	January 9	FALL 16-wk UOP #4
12/24 – 1/23/25	Jan 21	Jan 22 by NOON	February 10	WINTER UOP #1
1/24 – 2/23/25	Feb 18	Feb 19 by NOON	March 10	WINTER UOP #2 SPRING 16-wk UOP #1
2/24 – 3/23/25	Mar 20	Mar 21 by NOON	April 9	SPRING 16-wk UOP #2
3/24 – 4/23/25	Apr 21	Apr 22 by NOON	May 9	SPRING 16-wk UOP #3
4/24– 5/23/25	May 19	May 20 by NOON	June 9	SPRING 16-wk UOP #4
5/24– 6/23/25	June 13	June 16 by NOON	July 9	SPRING 16-wk UOP #5
*6/24 – 6/30/25	*June 24 by noon	*June 25 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.