

Pay Schedule for Fiscal Year 2019/2020

Full-Time, Part-Time, Part-Time Faculty & Work-Study Student Employees

- All employees are paid bi-weekly on Friday.
- Direct Deposit is mandatory for all employees. A \$25 per check fee will be added to any employee who does not have direct deposit information on file. Those employees will also need to pick up their checks in the District Office each pay day.

Part-Time Faculty Employees

- These employees are paid via an Electronic Personnel Action Form – EPAF or through the Faculty Load and Compensation – FLAC – process.
- These electronic forms are submitted to the Human Resources Department by the department dean or supervisor.
- The first pay occurs on the first pay date after the effective date of a correctly submitted EPAF/FLAC received in HR on or before the due date.

Part-Time Employees

- These employees enter their hours through Web Time Entry (WTE).
- Employees in this category should not exceed a total of 25 hours per week between all job assignments without the prior approval from their Department VP.

Work-Study Employees

- This category includes students working in the Institutional Work-Study and Federal Work-Study Programs.
- Employees in this category enter their hours through Web Time Entry (WTE) and should never exceed 20 hours per week, even if the student has multiple positions.
- The hourly pay rate for work-study employees is \$8.46.

NOTE: Part-time employees cannot teach classes unless teaching is their primary job and represents more than half of their hours worked in a work week. If teaching is their primary job, employees who work both part-time faculty and part-time hourly should not exceed 25 hours per week between both job assignments without prior approval.

Part-Time Faculty – 1st pay determined by academic dept.

Any paperwork/EPAFs received after close of business on the “Due to HR” date will be processed in the next payroll. **These are NOT time sheet deadlines! They are for FLAC, EPAFs, changes to W-4s, direct deposits, etc.**

Due to HR on or before:

+ July 1, 2019
 July 16, 2019
 July 30, 2019
 August 13, 2019
 +August 26, 2019
 September 10, 2019
 September 24, 2019
 October 8, 2019
 October 22, 2019
 November 5, 2019
 November 19, 2019
 December 3, 2019
 +December 11, 2019
 +December 20, 2019
 +January 13, 2020
 January 28, 2020
 +February 10, 2020
 February 25, 2020
 + March 3, 2020
 March 24, 2020
 April 7, 2020
 April 21, 2020
 May 5, 2020
 +May 18, 2020
 June 2, 2020
 June 16, 2020

Payroll Processing Starts:

July 2, 2019
 July 17, 2019
 July 31, 2019
 August 14, 2019
 +August 27, 2019
 September 11, 2019
 September 25, 2019
 October 9, 2019
 October 23, 2019
 November 6, 2019
 November 20, 2019
 December 4, 2019
 +December 12, 2019
 January 2, 2020
 +January 14, 2020
 January 29, 2020
 +February 11, 2020
 February 26, 2020
 +March 4, 2020
 March 25, 2020
 April 8, 2020
 April 22, 2020
 May 6, 2020
 +May 19, 2020
 June 3, 2020
 June 17, 2020

Pay Dates:

July 12, 2019
 July 26, 2019
 August 9, 2019
 ** August 23, 2019
 September 6, 2019
 September 20, 2019
 October 4, 2019
 October 18, 2019
 November 1, 2019
 November 15, 2019
 # November 29, 2019
 December 13, 2019
 December 27, 2019
 ** January 10, 2020
 January 24, 2020
 February 7, 2020
 February 21, 2020
 March 6, 2020
 March 20, 2020
 April 3, 2020
 April 17, 2020
 ** May 1, 2020
 May 15, 2020
 # May 29, 2020
 June 12, 2020
 June 26, 2020

There are no voluntary payroll deductions on these pay dates.

** First payroll date for returning 4-month faculty. “New” 4-month faculty may be paid on the next pay date.

+ Early Processing due to Holiday

Pay Schedule for Academic Year 2019/2020

Fall Term	August 9, 2019 August 23, 2019 September 6, 2019 September 20, 2019 October 4, 2019 October 18, 2019 November 1, 2019 November 15, 2019 November 29, 2019 December 13, 2019 December 27, 2019
Spring Term	January 10, 2020 January 24, 2020 February 7, 2020 February 21, 2020 March 6, 2020 March 20, 2020 April 3, 2020
Summer A	April 17, 2020 May 1, 2020 May 15, 2020 May 29, 2020
Summer B	June 12, 2020 June 26, 2020 July 10, 2020 July 24, 2020
4-Month Faculty	Fall Term Aug 23-Dec 27, 2019 (10 pays) Spring Term Jan 10-Apr 17, 2020 (8 pays) Summer Term May 1-Jul 24, 2020 (7 pays)
8-Month Faculty:	Aug 23, 2019-Apr 17, 2020 (18 pays)
10-Month Faculty	Fall Term Final Pay Dec 27, 2019 Spring Term Final pay April 3, 2020 Term A Payments for Summer Supps. Start April 17, 2020 Term B Payments for Summer Supps. Start June 12, 2020

Updated: April 30, 2019