

Full-Time, Part-Time, Part-Time Faculty and 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 \$10.00.

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.

Pay Schedule for Fiscal Year 2020-2021

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:	PAYROLL PROCESSING STARTS:	PAY DATES:
+ June 29, 2020	June 30, 2020	July 10, 2020
July 14, 2020	July 15, 2020	July 24, 2020
July 28, 2020	July 29, 2020	August 7, 2020
August 11, 2020	August 12, 2020	** August 21, 2020
August 25, 2020	August 26, 2020	September 4, 2020
September 8, 2020	September 9, 2020	September 18, 2020
September 22, 2020	September 23, 2020	October 2, 2020
October 6, 2020	October 7, 2020	October 16, 2020
October 20, 2020	October 21, 2020	# October 30, 2020
November 3, 2020	November 4, 2020	November 13, 2020
November 16, 2020	November 17, 2020	November 27, 2020
December 1, 2020	December 2, 2020	December 11, 2020
+December 14, 2020	December 15, 2020	December 24, 2020
+December 17, 2020	December 18, 2020	** January 8, 2021
+January 11, 2021	January 12, 2021	January 22, 2021
January 26, 2021	January 27, 2021	February 5, 2021
+February 8, 2021	February 9, 2021	February 19, 2021
February 23, 2021	February 24, 2021	March 5, 2021
+ March 2, 2021	March 3, 2021	March 19, 2021
March 23, 2021	March 24, 2021	April 2, 2021
April 6, 2021	April 7, 2021	April 16, 2021
April 20, 2021	April 21, 2021	** # April 30, 2021
May 4, 2021	May 5, 2021	May 14, 2021
May 18, 2021	May 19, 2021	# May 28, 2021
June 1, 2021	June 2, 2021	June 11, 2021
June 15, 2021	June 16, 2021	June 25, 2021

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

There are no voluntary payroll deductions on these pay dates

+ Extra processing due to the Holiday

Revised: April 16, 2020

Pay Schedule for Academic Year 2020-2021

TERM:	PAY DATES:
FALL TERM	
August 7 - December 24, 2020	August 7, 2020
	August 21, 2020
	September 4, 2020
	September 18, 2020
	October 2, 2020
	October 16, 2020
	October 30, 2020
	November 13, 2020
	November 27, 2020
	December 11, 2020
	December 24, 2020
SPRING TERM	
January 8 - April 2, 2021	January 8, 2021
	January 22, 2021
	February 5, 2021
	February 19, 2021
	March 5, 2021
	March 19, 2021
	April 2, 2021
SUMMER A	
April 16 - 11, 2021	April 16, 2021
	April 30, 2021
	May 14, 2021
	May 28, 2021
SUMMER B	
June 11 - 23, 2021	June 11, 2021
	June 25, 2021
	July 9, 2021
	July 23, 2021

4-MONTH FACULTY	
Fall Term	Aug 21-Dec 24, 2020 (10 pays)
Spring term	Jan 8-Apr 16, 2021 (8 pays)
Summer Term	April 30-Jul 23, 2021 (7 pays)

8-MONTH FACULTY	
	Aug 21, 2020-Apr 16, 2021 (18 pays)

10-MONTH FACULTY	
Fall Term	Final Pay Dec 24, 2020
Spring Term	Final pay April 2, 2021
Summer Term A	Payments for Summer Supps. Start April 16, 2021
Summer Term B	Payments for Summer Supps. Start June 11, 2021