

SCHEDULE OF PAY PERIODS AND PAY DATES
PART-TIME TEACHING FACULTY, WORKFORCE DEVELOPMENT
AND CONTINUING EDUCATION
ACADEMIC YEAR 2015-2016
ACADEMIC YEAR BEGINS AUGUST 24, 2015 AND ENDS MAY 20, 2016

B2

SUMMER 2015
(5/25/15-8/21/15)

SCHEDULE	PAY PERIOD	PAYDAY
25	05/30/15 - 06/12/15	06/19/15
27	06/13/15 - 06/26/15	07/02/15
29	06/27/15 - 07/10/15	07/17/15
31	07/11/15 - 07/24/15	07/31/15
33	07/25/15 - 08/07/15	08/14/15
35	08/08/15 - 08/21/15	08/28/15
37	08/22/15 - 09/04/15	09/11/15

SUMMER 2016
(5/23/16-8/19/16)

SCHEDULE	PAY PERIOD	PAYDAY
25	05/28/16 - 06/10/16	06/17/16
27	06/11/16 - 06/24/16	07/01/16
29	06/25/16 - 07/08/16	07/15/16
31	07/09/16 - 07/22/16	07/29/16
33	07/23/16 - 08/05/16	08/12/16
35	08/06/16 - 08/19/16	08/26/16
37	08/20/16 - 09/02/16	09/09/16

FALL SEMESTER 2015
(8/24/15-1/1/16)

SCHEDULE	PAY PERIOD	PAYDAY
37	08/22/15 - 09/04/15	09/11/15
39	09/05/15 - 09/18/15	09/25/15
41	09/19/15 - 10/02/15	10/09/15
43	10/03/15 - 10/16/15	10/23/15
45	10/17/15 - 10/30/15	11/06/15
47	10/31/15 - 11/13/15	11/20/15
49	11/14/15 - 11/27/15	12/04/15
51	11/28/15 - 12/11/15	12/18/15
53	12/12/15 - 12/25/15	12/31/15
03	12/26/15 - 01/08/16	01/15/16

SPRING SEMESTER 2016
(1/4/16-5/20/16)

SCHEDULE	PAY PERIOD	PAYDAY
05	01/09/16 - 01/22/16	01/29/16
07	01/23/16 - 02/05/16	02/12/16
09	02/06/16 - 02/19/16	02/26/16
11	02/20/16 - 03/04/16	03/11/16
13	03/05/16 - 03/18/16	03/25/16
15	03/19/16 - 04/01/16	04/08/16
17	04/02/16 - 04/15/16	04/22/16
19	04/16/16 - 04/29/16	05/06/16
21	04/30/16 - 05/13/16	05/20/16
23	05/14/16 - 05/27/16	06/03/16

IMPORTANT NOTES:

- Pay dates to be determined by HR, contracts are paid in eight or nine equal payments and are not based on hours taught. Advertised pay dates are dependent on adherence to submission deadlines.
- **All time must be reported to payroll by noon on Friday before check date. This includes on-line and paper time reporting.**
- If any employee needs to have hours reduced, Payroll must be notified by 10:00 a.m. on Monday of Pay Week to prevent overpayment.
- Pay advices are not printed. They can be viewed at MyMC by clicking on the Employee Tax, Employee Services, Pay Information, Pay Stub.
- Paper checks are mailed to the home address on record. Stop payments will be not be accepted for two weeks after check date.
- REMINDER: ALL EMPLOYEES ARE ENCOURAGED TO HAVE DIRECT DEPOSIT
- Contact the payroll office for forms to change banks. DO NOT close an account without notifying Payroll first.
- Deposits in transit could be lost or delayed.

NOTES: March 14-20, 2016 Spring Break for Students and Faculty Only
 March 18, 2016, 1 day Spring Break for Staff - College Closed
 B2 Payroll has 27 pays in 2015