

**SCHEDULE OF PAY PERIODS AND PAY DATES
PART-TIME FACULTY, STUDENTS, TEMPS, STAFF
FISCAL YEAR 2016**

B2

SCHEDULE	PAY PERIOD	PAYDAY	WORKDAYS	COLLEGE CLOSED DAYS	WEB AVAILABLE	WEB TIME DEADLINE - NOON
27	06/13/15 - 06/26/15	07/02/15	10		06/17/15 W	06/25/15 TH A
29	06/27/15 - 07/10/15	07/17/15	9	1	07/01/15 W	07/10/15 F
31	07/11/15 - 07/24/15	07/31/15	10		07/15/15 W	07/24/15 F
33	07/25/15 - 08/07/15	08/14/15	10		07/29/15 W	08/07/15 F
35	08/08/15 - 08/21/15	08/28/15	10		08/12/15 W	08/21/15 F
37	08/22/15 - 09/04/15	09/11/15	9	1	08/26/15 W	09/03/15 TH B
39	09/05/15 - 09/18/15	09/25/15	10		09/09/15 W	09/18/15 F
41	09/19/15 - 10/02/15	10/09/15	10		09/23/15 W	10/02/15 F
43	10/03/15 - 10/16/15	10/23/15	10		10/07/15 W	10/16/15 F
45	10/17/15 - 10/30/15	11/06/15	10		10/21/15 W	10/30/15 F
47	10/31/15 - 11/13/15	11/20/15	10		11/04/15 W	11/13/15 F
49	11/14/15 - 11/27/15	12/04/15	8	2	11/18/15 W	11/24/15 T C
51	11/28/15 - 12/11/15	12/18/15	10		12/02/15 W	12/11/15 F
53	12/12/15 - 12/25/15	12/31/15	8	2	12/14/15 M	12/17/15 TH D
03	12/26/15 - 01/08/16	01/15/16	5	5	12/30/15 W	01/08/16 F
05	01/09/16 - 01/22/16	01/29/16	9	1	01/13/16 W	01/22/16 F
07	01/23/16 - 02/05/16	02/12/16	10		01/27/16 W	02/05/16 F
09	02/06/16 - 02/19/16	02/26/16	10		02/10/16 W	02/19/16 F
11	02/20/16 - 03/04/16	03/11/16	10		02/24/16 W	03/04/16 F
13	03/05/16 - 03/18/16	03/25/16	5	5	03/08/16 T	03/17/16 F E
15	03/19/16 - 04/01/16	04/08/16	10		03/23/16 W	04/01/16 F
17	04/02/16 - 04/15/16	04/22/16	10		04/06/16 W	04/15/16 F
19	04/16/16 - 04/29/16	05/06/16	10		04/20/16 W	04/29/16 F
21	04/30/16 - 05/13/16	05/20/16	10		05/04/16 W	05/13/16 F
23	05/14/16 - 05/27/16	06/03/16	10		05/18/16 W	05/26/16 F
25	05/28/16 - 06/10/16	06/17/16	9	1	06/01/16 W	06/10/16 F
27	06/11/16 - 06/24/16	07/01/16	10		06/15/16 W	06/24/16 F
29	06/25/16 - 07/08/16	07/15/16	9	1	06/29/16 W	07/08/16 F

- A Early deadline due to Independence Day Holiday
- B Early deadline due to Labor Day Holiday
- C Early deadline due to Thanksgiving Holiday
- D Early deadline due to Winter Break
- E Early deadline due to Spring Break

IMPORTANT NOTES:

- **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.
- Students may not work on "College Closed" days without proper authorization.
- All student hours must be reported on the day the hours were actually worked
- Paper checks are mailed to the home address on record. The Office of Business Services will not accept stop payments for two weeks after pay date.
- ALL EMPLOYEES ARE ENCOURAGED TO ENROLL IN DIRECT DEPOSIT.
- Contact the Payroll Office for forms to change banks. DO NOT close a bank account without notifying Payroll first. Deposits in transit could be lost or delayed.
- Pay advices can be viewed through MyMC: click on Employee Tab, Employee Services, Pay Information, Pay Stub.
- Deposit Advices are not printed and mailed.
- **Work-Study: Non-approved hours will not be paid. Hours MUST be approved before payment under Federal Law.**

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