

**SCHEDULE OF PAY PERIODS AND PAY DATES  
ADMINISTRATIVE, FACULTY, ASSOCIATE & SUPPORT STAFF  
FISCAL YEAR 2016**

**BW**

SCHEDULE	PAY PERIOD	PAYDAY	WORKDAYS	COLLEGE		RECESS	WEB AVAILABLE	WEB TIME DEADLINE -	
				CLOSED	DAYS			2PM	NOON
28	06/20/15 - 07/03/15	07/10/15	9		1		06/23/15 T	07/02/15 TH	-A
30	07/04/15 - 07/17/15	07/24/15	10				07/08/15 W	07/17/15 F	
32	07/18/15 - 07/31/15	08/07/15	10				07/22/15 W	07/31/15 F	
34	08/01/15 - 08/14/15	08/21/15	10				08/05/15 W	08/14/15 F	
36	08/15/15 - 08/28/15	09/04/15	10				08/19/15 W	08/28/15 F	
38	08/29/15 - 09/11/15	09/18/15	9		1		09/02/15 W	09/11/15 F	
40	09/12/15 - 09/25/15	10/02/15	10				09/16/15 W	09/25/15 F	
42	09/26/15 - 10/09/15	10/16/15	10				09/30/15 W	10/09/15 F	
44	10/10/15 - 10/23/15	10/30/15	10				10/14/15 W	10/23/15 F	
46	10/24/15 - 11/06/15	11/13/15	10				10/28/15 W	11/06/15 F	
48	11/07/15 - 11/20/15	11/25/15	10				11/11/15 W	11/19/15 TH	-B
50	11/21/15 - 12/04/15	12/11/15	8		2		11/25/15 W	12/04/15 F	
52	12/05/15 - 12/18/15	12/24/15	10				12/09/15 W	12/16/15 W	-C
02	12/19/15 - 01/01/16	01/08/16	3		7		12/16/15 W	12/23/15 W	-D
04	01/02/16 - 01/15/16	01/22/16				10	01/06/16 W	01/14/16 TH	-E
06	01/16/16 - 01/29/16	02/05/16	9		1		01/20/16 W	01/29/16 F	
08	01/30/16 - 02/12/16	02/19/16	10				02/03/16 W	02/12/16 F	
10	02/13/16 - 02/26/16	03/04/16	10				02/17/16 W	02/26/16 F	
12	02/27/16 - 03/11/16	03/18/16	10				03/02/16 W	03/09/16 W	
14	03/12/16 - 03/25/16	04/01/16	5		5		03/16/16 W	03/25/16 F	
16	03/26/16 - 04/08/16	04/15/16	10				03/30/16 W	04/08/16 F	
18	04/09/16 - 04/22/16	04/29/16	10				04/13/16 W	04/22/16 F	
20	04/23/16 - 05/06/16	05/13/16	10				04/27/16 W	05/06/16 F	
22	05/07/16 - 05/20/16	05/27/16	10				05/11/16 W	05/20/16 F	
24	05/21/16 - 06/03/16	06/10/16	9		1		05/25/16 W	06/03/16 F	
26	06/04/16 - 06/17/16	06/24/16	10				06/08/16 W	06/17/16 F	
28	06/18/16 - 07/01/16	07/08/16	10				06/22/16 W	06/30/16 TH	-F

\*Ten Month Faculty and Staff Reporting Date, August 24, 2015

\*\*Academic Year ends May 20, 2016

There will be twenty pay dates during the 2015-2016 Academic Year. State Retirement, College insurance plan and TSA deductions will be taken from checks dated 9/4/15 and will continue through the 5/27/16 check. Staff Leave cut-off for annual and personal leave is 12/18/15.

**- All time must be reported to payroll by noon on Friday before check date. This includes on-line and paper time reporting.**

**NOTE: March 14-20, 2016 Spring Break for Students and Faculty Only**

**March 18, 2016 is Spring Break for Staff with College Closed**

- A Early deadline due to Independence Day Holiday
- B Early deadline due to Thanksgiving Holiday
- C Early deadline due to Winter Break
- D Early deadline due to Winter Break
- E Early deadline due to Martin Luther King, Jr. Day
- F Early deadline due to Independence Day Holiday

Total # Working Days	248	Total Fiscally Accountable Days	262
Total # Holidays	14	Total Academic Year Days	195
Total Recess Days	10	Instructional Days	151
Non Instructional Days	18		

Full-time Faculty teaching summer school will be paid on the above dates based on class begin/end dates.

Advices are available at MyMC, click on employees, employee services, pay information then paystub.