

**SCHEDULE OF PAY PERIODS AND PAY DATES
ADMINISTRATIVE, FACULTY, ASSOCIATE & SUPPORT STAFF
FISCAL YEAR 2017**

BW

SCHEDULE	PAY PERIOD	PAYDAY	WORKDAYS	RECESS DAYS			WEB AVAILABLE		WEB TIME DEADLINE -	
				COLLEGE CLOSED DAYS	- STUDENTS AND FACULTY		2PM	NOON		
28	06/18/16 - 07/01/16	07/08/16	10				06/22/16 W	06/30/16 TH		A
30	07/02/16 - 07/15/16	07/22/16	9	1			07/06/16 W	07/15/16 F		
32	07/16/16 - 07/29/16	08/05/16	10				07/20/16 W	07/29/16 F		
34	07/30/16 - 08/12/16	08/19/16	10				08/03/16 W	08/12/16 F		
36	08/13/16 - 08/26/16	09/02/16	10				08/17/16 W	08/26/16 F		
38	08/27/16 - 09/09/16	09/16/16	9	1			08/31/16 W	09/09/16 F		
40	09/10/16 - 09/23/16	09/30/16	10				09/14/16 W	09/23/16 F		
42	09/24/16 - 10/07/16	10/14/16	10				09/28/16 W	10/07/16 F		
44	10/08/16 - 10/21/16	10/28/16	10				10/12/16 W	10/21/16 F		
46	10/22/16 - 11/04/16	11/11/16	10				10/26/16 W	11/04/16 F		
48	11/05/16 - 11/18/16	11/23/16	10				11/09/16 W	11/16/16 W		B
50	11/19/16 - 12/02/16	12/09/16	8	2			11/23/16 W	12/02/16 F		
52	12/03/16 - 12/16/16	12/23/16	10				12/07/16 W	12/16/16 F		
02	12/17/16 - 12/30/16	01/06/17		5	5		12/21/16 W	12/23/16 F		C
04	12/31/16 - 01/13/17	01/20/17		9	1		01/04/17 W	01/12/17 TH		D
06	01/14/17 - 01/27/17	02/03/17		9	1		01/18/17 W	01/27/17 F		
08	01/28/17 - 02/10/17	02/17/17	10				02/01/17 W	02/10/17 F		
10	02/11/17 - 02/24/17	03/03/17	10				02/15/17 W	02/24/17 F		
12	02/25/17 - 03/10/17	03/17/17	10				03/01/17 W	03/10/17 F		
14	03/11/17 - 03/24/17	03/31/17		8	2	5	03/15/17 W	03/24/17 F		
16	03/25/17 - 04/07/17	04/14/17	10				03/29/17 W	04/07/17 F		
18	04/08/17 - 04/21/17	04/28/17	10				04/12/17 W	04/21/17 F		
20	04/22/17 - 05/05/17	05/12/17	10				04/26/17 W	05/05/17 F		
22	05/06/17 - 05/19/17	05/26/17	10				05/10/17 W	05/19/17 F		
24	05/20/17 - 06/02/17	06/09/17		9	1		05/24/17 W	06/02/17 F		
26	06/03/17 - 06/16/17	06/23/17	10				06/07/17 W	06/16/17 F		
28	06/17/17 - 06/30/17	07/07/17	10				06/21/17 W	06/30/17 F		
			256		14	5				

*Ten Month Faculty and Staff Reporting Date, August 22, 2016
**Academic Year ends May 19, 2017

There are twenty full pay dates in an Academic Year. State Retirement, College Insurance plan and TSA deductions will be taken from checks dated 9/2/16 and will continue through the 5/26/17 check. Staff Leave cut-off for annual and personal leave is 12/16/15.

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

NOTE: March 13-19, 2017 Spring Break for Students and Faculty Only
March 16-17, 2017 is Spring Break for Staff with College Closed

- A Early time deadline due to Independence Day Holiday
- B Early time deadline and check date due to Thanksgiving Holiday
- C Early time deadline due to Winter Break
- D Early time deadline due to Martin Luther King, Jr. Day

Total # Working Days	248	Total Fiscally Accountable Days	261
Total # Holidays	13	Total Academic Year Days	195
Total Recess Days	14	Instructional Days	151
Non Instructional Days	21		

- Faculty pay dates are determined by HR. Please refer to the HR memo regarding pay dates.

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

- ALL EMPLOYEES ARE ENCOURAGED TO ENROLL IN DIRECT DEPOSIT.