PAYROLL SCHEDULE
New Mexico Junior College
July 2015 thru June 2016

SUPPORT, PROFESSIONAL & FACULTY

DEADLINE Date	PAY DATE	PAY PERIOD	SUPPORT TIME SHEET DATES
07/01/15	07/15/15	07/01 - 07/15	06/16 - 06/30
07/16/15	07/31/15	07/16 - 07/31	07/01 - 07/15
08/03/15	08/14/15	08/01 - 08/15	07/16 - 07/31
08/17/15	08/31/15	08/16 - 08/31	08/01 - 08/15
09/01/15	09/15/15	09/01 - 09/15	08/16 - 08/31
09/16/15	09/30/15	09/16 - 09/30	09/01 - 09/15
10/01/15	10/15/15	10/01 - 10/15	09/16 - 09/30
10/16/15	10/30/15	10/16 - 10/31	10/01 - 10/15
11/02/15	11/13/15	11/01 - 11/15	10/16 - 10/31
11/16/15	11/30/15	11/16 - 11/30	11/01 - 11/15
12/01/15	12/15/15	12/01 - 12/15	11/16 - 11/30
12/15/15	12/18/15	12/16 - 12/31	12/01 - 12/15
01/04/16	01/15/16	01/01 - 01/15	12/16 - 12/31
01/15/16	01/29/16	01/16 - 01/31	01/01 - 01/15
02/01/16	02/15/16	02/01 - 02/15	01/16 - 01/31
02/16/16	02/29/16	02/16 - 02/29	02/01 - 02/15
03/01/16	03/15/16	03/01 - 03/15	02/16 - 02/29
03/16/16	03/31/16	03/16 - 03/31	03/01 - 03/15
04/01/16	04/15/16	04/01 - 04/15	03/16 - 03/31
04/18/16	04/29/16	04/16 - 04/30	04/01 - 04/15
05/02/16	05/13/16	05/01 - 05/15	04/16 - 04/30
05/16/16	05/31/16	05/16 - 05/31	05/01 - 05/15
06/01/16	06/15/16	06/01 - 06/15	05/16 - 05/31
06/16/16	06/30/16	06/16 - 06/30	06/01 - 06/15
07/01/16	07/15/16	07/01 - 07/15	06/16 - 06/30

NOTE:

1. **ALL PAPERWORK TO BE PROCESSED BY PAYROLL MUST BE RECEIVED BY THE STATED DEADLINE TO BE INCLUDED WITH THE APPROPRIATE PAY DATE.**
2. **All Full-Time employees are paid semi-monthly.**
3. **Support timesheets need to be printed on BLUE paper.**
4. **Please STAPLE Overtime/Extra Regular Time/Holiday Pay Cards to the timesheets and PAPER-CLIP leave forms to the timesheets.**

REVISED 5-7-15

PAYROLL SCHEDULE
New Mexico Junior College
July 2015 thru June 2016

FULL TIME ADJUNCT FACULTY

SEMESTER	*DEADLINE*	PAY DATE
Fall Full Term	09/01/15	09/15/15
		09/30/15
		10/15/15
		10/30/15
		11/13/15
		11/30/15
		12/15/15
		12/18/15
Fall 1st Half	09/01/15	09/15/15
		09/30/15
		10/15/15
Fall 2nd Half	11/02/15	11/03/15
		11/30/15
		12/15/15
		12/18/15
Winter Break	01/06/16	01/15/16
Spring Full Term	02/01/16	02/15/16
		02/29/16
		03/15/16
		03/31/16
		04/15/16
		04/29/16
		05/13/16
Spring 1st Half	02/01/16	02/15/16
		02/29/16
		03/15/16
Spring 2nd Half	04/01/16	04/15/16
		04/29/16
		05/13/16
May Term	06/16/16	06/30/16

PAYROLL SCHEDULE
New Mexico Junior College
July 2015 thru June 2016

SECURITY, STUDENT WORKERS & PART-TIME

DEADLINE Date	PAY DATE	PAY PERIOD
07/01/15	07/10/15	06/16- 06/30
07/16/15	07/24/15	07/01 - 07/15
08/03/15	08/10/15	07/16 - 07/31
08/17/15	08/25/15	08/01 - 08/15
09/01/15	09/10/15	08/16 - 08/31
09/16/15	09/25/15	09/01 - 09/15
10/01/15	10/09/15	09/16 - 09/30
10/16/15	10/23/15	10/01 - 10/15
11/02/15	11/10/15	10/16 - 10/31
11/16/15	11/24/15	11/01 - 11/15
12/01/15	12/10/15	11/16 - 11/30
12/15/15	12/18/15	12/01 - 12/15
01/04/16	01/08/16	12/16- 12/31
01/15/16	01/25/16	01/01 - 01/15
02/01/16	02/10/16	01/16 - 01/31
02/16/16	02/25/16	02/01 - 02/15
03/01/16	03/10/16	02/16 - 02/29
03/16/16	03/24/16	03/01 - 03/15
04/01/16	**4/13/2016	03/16 - 03/31
04/18/16	04/25/16	04/01 - 04/15
05/02/16	05/10/16	04/16 - 04/30
05/16/16	05/25/16	05/01 - 05/15
06/01/16	06/10/16	05/16 - 05/31
06/16/16	06/24/16	06/01 - 06/15
07/01/16	07/08/16	06/16 - 06/30

NOTE:

1. **ALL PAPERWORK TO BE PROCESSED BY PAYROLL MUST BE RECEIVED BY THE STATED DEADLINE TO BE INCLUDED WITH THE APPROPRIATE PAY DATE.**
2. **All Part-Time employees are paid on the 10th and 25th.**
   (earlier only if weekend/holiday conflict.)
   ****because of Spring Break**
3. **Student timesheets need to be printed on YELLOW paper.**
4. **Part-Time timesheets need to be printed on PINK paper.**
5. **Security timesheets need to be printed on BLUE paper.**

REVISED 5-07-15

PAYROLL SCHEDULE
New Mexico Junior College
July 2015 thru June 2016
ADJUNCT FACULTY

SEMESTER	*DEADLINE*	PAY DATE
All Summer Terms	07/16/15	07/24/15
		08/10/15
August Term	08/17/15	08/25/15
Fall Full Term	09/16/15	09/25/15
		10/09/15
		10/23/15
		11/10/15
		11/24/15
		12/10/15
		12/18/15
Fall 1st Half	09/16/15	09/25/15
		10/09/15
		10/23/15
Fall 2nd Half	11/02/15	11/10/15
		11/24/15
		12/10/15
		12/18/15
Winter Break	01/06/16	01/11/16
Spring Full Term	02/16/16	02/25/16
		03/10/16
		03/24/16
		04/13/16
		04/25/16
		05/10/16
		05/25/16
Spring 1st Half	02/16/16	02/25/16
		03/10/16
		03/24/16
Spring 2nd Half	04/01/16	04/13/16
		04/25/16
		05/10/16
		05/25/16
May Term	06/16/16	06/24/16