



**PAYROLL SCHEDULE**  
**New Mexico Junior College**  
**July 2016--June 2017**

**SUPPORT, PROFESSIONAL & FACULTY**

<b>*DEADLINE*</b>	<b>PAY DATE</b>	<b>PAY PERIOD</b>	<b>SUPPORT TIME SHEET DATES</b>
07/01/16	07/15/16	07/01 - 07/15	06/16 - 06/30
07/18/16	07/29/16	07/16 - 07/31	07/01 - 07/15
08/01/16	08/15/16	08/01 - 08/15	07/16 - 07/31
08/16/16	08/31/16	08/16 - 08/31	08/01 - 08/15
09/01/16	09/15/16	09/01 - 09/15	08/16 - 08/31
09/16/16	09/30/16	09/16 - 09/30	09/01 - 09/15
10/03/16	10/14/16	10/01 - 10/15	09/16 - 09/30
10/17/16	10/31/16	10/16 - 10/31	10/01 - 10/15
11/01/16	11/15/16	11/01 - 11/15	10/16 - 10/31
11/16/16	11/30/16	11/16 - 11/30	11/01 - 11/15
12/01/16	12/15/16	12/01 - 12/15	11/16 - 11/30
12/15/16	12/21/17	12/16 - 12/31	12/01 - 12/15
01/05/17	01/13/17	01/01 - 01/15	12/16 - 12/31
01/17/17	01/31/17	01/16 - 01/31	01/01 - 01/15
02/01/17	02/15/17	02/01 - 02/15	01/16 - 01/31
02/16/17	02/28/17	02/16 - 02/29	02/01 - 02/15
03/01/17	03/15/17	03/01 - 03/15	02/16 - 02/28
03/16/17	03/24/17	03/16 - 03/31	03/01 - 03/15
04/03/17	04/13/17	04/01 - 04/15	03/16 - 03/31
04/17/17	04/28/17	04/16 - 04/30	04/01 - 04/15
05/01/17	05/15/17	05/01 - 05/15	04/16 - 04/30
05/16/17	05/31/17	05/16 - 05/31	05/01 - 05/15
06/01/17	06/15/17	06/01 - 06/15	05/16 - 05/31
06/16/17	06/30/17	06/16 - 06/30	06/01 - 06/15
07/03/17	07/14/17	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 TIMESHEETS MUST HAVE APPROPRIATE SIGNATURES.**
3. All Full-Time employees are paid semi-monthly.
4. Support timesheets need to be printed on BLUE paper.
5. Please STAPLE Overtime/Extra Regular Time/Holiday Pay Cards to the timesheets.
6. Please PAPER-CLIP leave forms to the timesheets.

5/23/2016



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**New Mexico Junior College**  
**July 2016---June 2017**

**FULL TIME ADJUNCT FACULTY**

<b>SEMESTER</b>	<b>*DEADLINE*</b>	<b>PAY DATE</b>
Fall Full Term	09/01/16	09/15/16
		09/30/16
		10/14/16
		10/31/16
		11/15/16
		11/30/16
		12/15/16
		12/21/16
Fall 1st Half	09/01/16	09/15/16
		09/30/16
		10/14/16
Fall 2nd Half	11/01/16	11/15/16
		11/30/16
		12/15/16
		12/21/16
Winter Break	01/05/17	01/13/17
Spring Full Term	02/01/17	02/15/17
		02/28/17
		03/15/17
		03/24/17
		04/13/17
		04/28/17
		05/15/17
Spring 1st Half	02/01/17	02/15/17
		02/28/17
		03/15/17
Spring 2nd Half	04/03/17	04/13/17
		04/28/17
		05/15/17
		06/30/17
May Term	06/16/17	06/30/17



**PAYROLL SCHEDULE**  
**New Mexico Junior College**  
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**SECURITY, STUDENT WORKERS & PART-TIME**

<u>*DEADLINE*</u>	<u>PAY DATE</u>	<u>PAY PERIOD</u>
07/01/16	07/08/16	06/16- 06/30
07/18/16	07/25/16	07/01 - 07/15
08/01/16	08/10/16	07/16 - 07/31
08/16/16	08/25/16	08/01 - 08/15
09/01/16	09/09/16	08/16 - 08/31
09/16/16	09/23/16	09/01 - 09/15
10/03/16	10/10/16	09/16 - 09/30
10/17/16	10/25/16	10/01 - 10/15
11/01/16	11/10/16	10/16 - 10/31
11/16/16	11/22/16	11/01 - 11/15
12/01/16	12/09/16	11/16 - 11/30
12/15/16	12/21/17	12/01 - 12/15
01/05/17	01/10/17	12/16- 12/31
01/17/17	01/25/17	01/01 - 01/15
02/01/17	02/10/17	01/16 - 01/31
02/16/17	02/24/17	02/01 - 02/15
03/01/17	03/10/17	02/16 - 02/28
03/16/17	03/24/17	03/01 - 03/15
04/03/17	04/10/17	03/16 - 03/31
04/17/17	04/25/17	04/01 - 04/15
05/01/17	05/10/17	04/16 - 04/30
05/16/17	05/25/17	05/01 - 05/15
06/01/17	06/09/17	05/16 - 05/31
06/16/17	06/23/17	06/01 - 06/15
07/03/17	07/10/17	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 TIMESHEETS MUST HAVE APPROPRIATE SIGNATURES.**

**3. All Part-Time employees are paid on the 10th and 25th.  
(earlier OR later-- only if weekend/holiday conflict.)**

**4. Student timesheets need to be printed on YELLOW paper.**

**5. Part-Time timesheets need to be printed on PINK paper.**

**6. Security timesheets need to be printed on BLUE paper.**

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**ADJUNCT FACULTY**

<b>SEMESTER</b>	<b>*DEADLINE*</b>	<b>PAY DATE</b>
All Summer Terms	07/18/16	07/25/16
		08/10/16
August Term	08/16/16	08/25/16
Fall Full Term	09/16/16	09/23/16
		10/10/16
		10/25/16
		11/10/16
		11/22/16
		12/09/16
		12/21/16
Fall 1st Half	09/16/16	09/23/16
		10/10/16
		10/25/16
Fall 2nd Half	11/01/16	11/10/16
		11/22/16
		12/09/16
		12/21/16
Winter Break	01/05/17	01/10/17
Spring Full Term	02/16/17	02/24/17
		03/10/17
		03/24/17
		04/10/17
		04/25/17
		05/10/17
		05/25/17
Spring 1st Half	02/16/17	02/24/17
		03/10/17
		03/24/17
Spring 2nd Half	04/03/17	04/10/17
		04/25/17
		05/10/17
		05/25/17
May Term	06/16/17	06/23/17