



PAYROLL SCHEDULE
New Mexico Junior College
July 2017 --June 2018

SUPPORT, PROFESSIONAL & FACULTY

DEADLINE	PAY DATE	PAY PERIOD	SUPPORT TIME SHEET DATES
07/03/17	07/14/17	07/01 - 07/15	06/16 - 06/30
07/17/17	07/31/17	07/16 - 07/31	07/01 - 07/15
08/01/17	08/15/17	08/01 - 08/15	07/16 - 07/31
08/16/17	08/31/17	08/16 - 08/31	08/01 - 08/15
09/01/17	09/15/17	09/01 - 09/15	08/16 - 08/31
09/18/17	09/29/17	09/16 - 09/30	09/01 - 09/15
10/02/17	10/13/17	10/01 - 10/15	09/16 - 09/30
10/16/17	10/31/17	10/16 - 10/31	10/01 - 10/15
11/01/17	11/15/17	11/01 - 11/15	10/16 - 10/31
11/16/17	11/30/17	11/16 - 11/30	11/01 - 11/15
12/01/17	12/15/17	12/01 - 12/15	11/16 - 11/30
12/15/17	12/22/17	12/16 - 12/31	12/01 - 12/15
*1/8/2018	*1/12/2018	01/01 - 01/15	12/16 - 12/31
01/16/18	01/31/18	01/16 - 01/31	01/01 - 01/15
02/01/18	02/15/18	02/01 - 02/15	01/16 - 01/31
02/16/18	02/28/18	02/16 - 02/28	02/01 - 02/15
03/01/18	03/15/18	03/01 - 03/15	02/16 - 02/28
03/16/18	03/23/18	03/16 - 03/31	03/01 - 03/15
04/02/18	04/13/18	04/01 - 04/15	03/16 - 03/31
04/16/18	04/30/18	04/16 - 04/30	04/01 - 04/15
05/01/18	05/15/18	05/01 - 05/15	04/16 - 04/30
05/16/18	05/31/18	05/16 - 05/31	05/01 - 05/15
06/01/18	06/15/18	06/01 - 06/15	05/16 - 05/31
06/18/18	06/29/18	06/16 - 06/30	06/01 - 06/15
07/02/18	07/13/18	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.

4/10/2017

*Due to Christmas Break



PAYROLL SCHEDULE
New Mexico Junior College
July 2017---June 2018

FULL TIME ADJUNCT FACULTY

SEMESTER	*DEADLINE*	PAY DATE		
Fall Full Term	09/01/17	09/15/17		
		09/29/17		
		10/13/17		
		10/31/17		
		11/15/17		
		11/30/17		
		12/15/17		
		12/22/17		
		Fall 1st Half	09/01/17	09/15/17
				09/29/17
10/13/17				
Fall 2nd Half	11/01/17	11/15/17		
		11/30/17		
		12/15/17		
		12/22/17		
Winter Break	01/08/18	01/12/18		
Spring Full Term	02/01/18	02/15/18		
		02/28/18		
		03/15/18		
		03/23/18		
		04/13/18		
		04/30/18		
		05/15/18		
Spring 1st Half	02/01/18	02/15/18		
		02/28/18		
		03/15/18		
Spring 2nd Half	04/02/18	04/13/18		
		04/30/18		
		05/15/18		
		06/29/18		
May Term	06/18/18	06/29/18		



PAYROLL SCHEDULE
New Mexico Junior College
July 2017---June 2018

SECURITY, STUDENT WORKERS & PART-TIME

<u>*DEADLINE*</u>	<u>PAY DATE</u>	<u>PAY PERIOD</u>
07/03/17	07/10/17	06/16- 06/30
07/17/17	07/25/17	07/01 - 07/15
08/01/17	08/10/17	07/16 - 07/31
08/16/17	08/25/17	08/01 - 08/15
09/01/17	09/08/17	08/16 - 08/31
09/18/17	09/25/17	09/01 - 09/15
10/02/17	10/10/17	09/16 - 09/30
10/16/17	10/25/17	10/01 - 10/15
11/01/17	11/10/17	10/16 - 10/31
11/16/17	11/21/17	11/01 - 11/15
12/01/17	12/08/17	11/16 - 11/30
12/15/17	12/22/17	12/01 - 12/15
*1/8/2018	*1/12/2018	*12/16- 12/31
01/16/18	01/25/18	01/01 - 01/15
02/01/18	02/09/18	01/16 - 01/31
02/16/18	02/23/18	02/01 - 02/15
03/01/18	03/09/18	02/16 - 02/28
03/16/18	03/23/18	03/01 - 03/15
04/02/18	04/10/18	03/16 - 03/31
04/16/18	04/25/18	04/01 - 04/15
05/01/18	05/10/18	04/16 - 04/30
05/16/18	05/25/18	05/01 - 05/15
06/01/18	06/08/18	05/16 - 05/31
06/18/18	06/25/18	06/01 - 06/15
07/02/18	07/10/18	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.

***Due to Christmas Break**

4/10/2017



PAYROLL SCHEDULE
New Mexico Junior College
July 2017--June 2018
ADJUNCT FACULTY

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