



PAYROLL SCHEDULE
New Mexico Junior College
July 2011 thru June 2012

SUPPORT, PROFESSIONAL & FACULTY

DEADLINE Date	PAY DATE	PAY PERIOD	SUPPORT TIME SHEET DATES
07/01/11	07/15/11	07/01 - 07/15	06/16 - 06/30
07/18/11	07/29/11	07/16 - 07/31	07/01 - 07/15
08/01/11	08/15/11	08/01 - 08/15	07/16 - 07/31
08/16/11	08/31/11	08/16 - 08/31	08/01 - 08/15
09/01/11	09/15/11	09/01 - 09/15	08/16 - 08/31
09/16/11	09/30/11	09/16 - 09/30	09/01 - 09/15
10/03/11	10/14/11	10/01 - 10/15	09/16 - 09/30
10/17/11	10/31/11	10/16 - 10/31	10/01 - 10/15
11/01/11	11/15/11	11/01 - 11/15	10/16 - 10/31
11/16/11	11/30/11	11/16 - 11/30	11/01 - 11/15
12/01/11	12/15/11	12/01 - 12/15	11/16 - 11/30
12/15/11	12/21/11	12/16 - 12/31	12/01 - 12/15
01/06/12	01/13/12	01/01 - 01/15	12/16 - 12/31
01/17/12	01/31/12	01/16 - 01/31	01/01 - 01/15
02/01/12	02/15/12	02/01 - 02/15	01/16 - 01/31
02/16/12	02/29/12	02/16 - 02/29	02/01 - 02/15
03/01/12	03/09/12	03/01 - 03/15	02/16 - 02/29
03/19/12	03/30/12	03/16 - 03/31	03/01 - 03/15
04/02/12	04/13/12	04/01 - 04/15	03/16 - 03/31
04/16/12	04/30/12	04/16 - 04/30	04/01 - 04/15
05/01/12	05/15/12	05/01 - 05/15	04/16 - 04/30
05/16/12	05/31/12	05/16 - 05/31	05/01 - 05/15
06/01/12	06/15/12	06/01 - 06/15	05/16 - 05/31
06/18/12	06/29/12	06/16 - 06/30	06/01 - 06/15

- 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.**



PAYROLL SCHEDULE
New Mexico Junior College
July 2011 thru June 2012
ADJUNCT FACULTY

SEMESTER	*DEADLINE*	PAY DATE
All Summer Terms	07/18/11	07/25/11 08/10/11
August Term	08/01/11	08/25/11
Fall Full Term	09/16/11	09/23/11 10/10/11 10/25/11 11/10/11 11/22/11 12/09/11 12/21/11
Fall 1st Half	09/16/11	09/23/11 10/10/11 10/25/11
Fall 2nd Half	11/01/11	11/10/11 11/22/11 12/09/11 12/21/11
Winter Break	01/06/12	01/13/12
Spring Full Term	02/16/12	02/24/12 03/09/12 03/23/12 04/10/12 04/25/12 05/10/12 05/25/12
Spring 1st Half	02/16/12	02/24/12 03/09/12 03/23/12
Spring 2nd Half	04/02/12	04/10/12 04/25/12 05/10/12 05/25/12
May Term	06/01/12	06/25/12



PAYROLL SCHEDULE
New Mexico Junior College
July 2011 thru June 2012

STUDENT WORKERS & PART-TIME

DEADLINE	PAY DATE	PAY PERIOD
Date		
07/01/11	07/08/11	06/15 - 06/30
07/18/11	07/25/11	07/01 - 07/15
08/01/11	08/10/11	07/16 - 07/31
08/16/11	08/25/11	08/01 - 08/15
09/01/11	09/09/11	08/16 - 08/31
09/16/11	09/23/11	09/01 - 09/15
10/03/11	10/10/11	09/16 - 09/30
10/17/11	10/25/11	10/01 - 10/15
11/01/11	11/10/11	10/16 - 10/31
11/16/11	11/22/11	11/01 - 11/15
12/01/11	12/09/11	11/16 - 11/30
12/15/11	12/21/11	12/01 - 12/15
01/06/12	01/13/12	12/16- 12/31
01/17/12	01/25/12	01/01 - 01/15
02/01/12	02/10/12	01/16 - 01/31
02/16/12	02/24/12	02/01 - 02/15
03/01/12	03/09/12	02/16 - 02/29
03/19/12	03/23/12	03/01 - 03/15
04/02/12	04/10/12	03/16 - 03/31
04/16/12	04/25/12	04/01 - 04/15
05/01/12	05/10/12	04/16 - 04/30
05/16/12	05/25/12	05/1 - 05/15
06/01/12	06/08/12	05/16 - 05/31
06/18/12	06/25/12	06/01 - 06/15

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.)**
- 3. Student timesheets need to be printed on YELLOW paper.**
- 4. Part-Time timesheets need to be printed on PINK paper.**