# PAYROLL SCHEDULE

**New Mexico Junior College**  
**July 2014 thru June 2015**

**SUPPORT, PROFESSIONAL & FACULTY**

<table>
<thead>
<tr>
<th><em>DEADLINE</em></th>
<th>PAY DATE</th>
<th>PAY PERIOD</th>
<th>SUPPORT TIME SHEET DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/14</td>
<td>07/15/14</td>
<td>07/01 - 07/15</td>
<td>06/16 - 06/30</td>
</tr>
<tr>
<td>07/16/14</td>
<td>07/31/14</td>
<td>07/16 - 07/31</td>
<td>07/01 - 07/15</td>
</tr>
<tr>
<td>08/01/14</td>
<td>08/15/14</td>
<td>08/01 - 08/15</td>
<td>07/16 - 07/31</td>
</tr>
<tr>
<td>08/18/14</td>
<td>08/29/14</td>
<td>08/16 - 08/31</td>
<td>08/01 - 08/15</td>
</tr>
<tr>
<td>09/02/14</td>
<td>09/15/14</td>
<td>09/01 - 09/15</td>
<td>08/16 - 08/31</td>
</tr>
<tr>
<td>09/16/14</td>
<td>09/30/14</td>
<td>09/16 - 09/30</td>
<td>09/01 - 09/15</td>
</tr>
<tr>
<td>10/01/14</td>
<td>10/15/14</td>
<td>10/01 - 10/15</td>
<td>09/16 - 09/30</td>
</tr>
<tr>
<td>10/16/14</td>
<td>10/31/14</td>
<td>10/16 - 10/31</td>
<td>10/01 - 10/15</td>
</tr>
<tr>
<td>11/03/14</td>
<td>11/14/14</td>
<td>11/01 - 11/15</td>
<td>10/16 - 10/31</td>
</tr>
<tr>
<td>12/01/14</td>
<td>12/19/14</td>
<td>12/01 - 12/15</td>
<td>11/16 - 11/30</td>
</tr>
<tr>
<td><strong>12/12/14</strong></td>
<td><strong>12/15/14</strong></td>
<td><strong>12/16 - 12/31</strong></td>
<td><strong>12/01 - 12/15</strong></td>
</tr>
<tr>
<td>01/05/15</td>
<td>01/15/15</td>
<td>01/01 - 01/15</td>
<td>12/16 - 12/31</td>
</tr>
<tr>
<td>01/16/15</td>
<td>01/30/15</td>
<td>01/16 - 01/31</td>
<td>01/01 - 01/15</td>
</tr>
<tr>
<td>02/02/15</td>
<td>02/13/15</td>
<td>02/01 - 02/15</td>
<td>01/16 - 01/31</td>
</tr>
<tr>
<td>02/16/15</td>
<td>02/27/15</td>
<td>02/16 - 02/28</td>
<td>02/01 - 02/15</td>
</tr>
<tr>
<td>03/02/15</td>
<td>03/13/15</td>
<td>03/01 - 03/15</td>
<td>02/16 - 02/28</td>
</tr>
<tr>
<td>03/16/15</td>
<td><strong>03/27/15</strong></td>
<td>03/16 - 03/31</td>
<td>03/01 - 03/15</td>
</tr>
<tr>
<td><strong>03/27/15</strong></td>
<td><strong>04/15/15</strong></td>
<td><strong>04/01 - 04/15</strong></td>
<td><strong>03/16 - 03/31</strong></td>
</tr>
<tr>
<td>04/16/15</td>
<td>04/30/15</td>
<td>04/16 - 04/30</td>
<td>04/01 - 04/15</td>
</tr>
<tr>
<td>05/01/15</td>
<td>05/15/15</td>
<td>05/01 - 05/15</td>
<td>04/16 - 04/30</td>
</tr>
<tr>
<td>05/18/15</td>
<td>05/29/15</td>
<td>05/16 - 05/31</td>
<td>05/01 - 05/15</td>
</tr>
<tr>
<td>06/01/15</td>
<td>06/15/15</td>
<td>06/01 - 06/15</td>
<td>05/16 - 05/31</td>
</tr>
<tr>
<td>06/16/15</td>
<td>06/30/15</td>
<td>06/16 - 06/30</td>
<td>06/01 - 06/15</td>
</tr>
<tr>
<td>07/01/15</td>
<td>07/15/15</td>
<td>07/01 - 07/15</td>
<td>06/16 - 06/30</td>
</tr>
</tbody>
</table>

**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 3-05-15
# PAYROLL SCHEDULE
New Mexico Junior College
July 2014 thru June 2015

## FULL TIME ADJUNCT FACULTY

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th><em>DEADLINE</em></th>
<th>PAY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Full Term</td>
<td>09/02/14</td>
<td>09/15/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/30/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/15/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/31/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/14/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/25/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/15/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/19/14</td>
</tr>
<tr>
<td>Fall 1st Half</td>
<td>09/02/14</td>
<td>09/15/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/30/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/15/14</td>
</tr>
<tr>
<td>Fall 2nd Half</td>
<td>11/03/14</td>
<td>11/14/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/25/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/15/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/19/14</td>
</tr>
<tr>
<td>Winter Break</td>
<td>01/05/15</td>
<td>01/15/15</td>
</tr>
<tr>
<td>Spring Full Term</td>
<td>02/02/15</td>
<td>02/13/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02/27/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/13/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/31/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/02/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/30/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>05/15/15</td>
</tr>
<tr>
<td>Spring 1st Half</td>
<td>02/02/15</td>
<td>02/13/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02/27/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/13/15</td>
</tr>
<tr>
<td>Spring 2nd Half</td>
<td>03/31/15</td>
<td>04/02/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/30/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>05/15/15</td>
</tr>
<tr>
<td>May Term</td>
<td>06/16/15</td>
<td>06/30/15</td>
</tr>
</tbody>
</table>
## PAYROLL SCHEDULE

New Mexico Junior College  
July 2014 thru June 2015

**SECURITY, STUDENT WORKERS & PART-TIME**

<table>
<thead>
<tr>
<th><em>DEADLINE</em> Date</th>
<th>PAY DATE</th>
<th>PAY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/14</td>
<td>07/10/14</td>
<td>06/16- 06/30</td>
</tr>
<tr>
<td>07/16/14</td>
<td>07/25/14</td>
<td>07/01 - 07/15</td>
</tr>
<tr>
<td>08/01/14</td>
<td>08/08/14</td>
<td>07/16 - 07/31</td>
</tr>
<tr>
<td>08/18/14</td>
<td>08/25/14</td>
<td>08/01 - 08/15</td>
</tr>
<tr>
<td>09/02/14</td>
<td>09/10/14</td>
<td>08/16 - 08/31</td>
</tr>
<tr>
<td>09/16/14</td>
<td>09/25/14</td>
<td>09/01 - 09/15</td>
</tr>
<tr>
<td>10/01/14</td>
<td>10/10/14</td>
<td>09/16 - 09/30</td>
</tr>
<tr>
<td>10/16/14</td>
<td>10/24/14</td>
<td>10/01 - 10/15</td>
</tr>
<tr>
<td>11/03/14</td>
<td>11/10/14</td>
<td>10/16 - 10/31</td>
</tr>
<tr>
<td>11/17/14</td>
<td>11/25/14</td>
<td>11/01 - 11/15</td>
</tr>
<tr>
<td>12/01/14</td>
<td>12/10/14</td>
<td>11/16 - 11/30</td>
</tr>
<tr>
<td>12/12/14</td>
<td>12/19/14</td>
<td>12/01 - 12/15</td>
</tr>
<tr>
<td>01/05/15</td>
<td>01/09/15</td>
<td>12/16 - 12/31</td>
</tr>
<tr>
<td>01/16/15</td>
<td>01/23/15</td>
<td>01/01 - 01/15</td>
</tr>
<tr>
<td>02/02/15</td>
<td>02/10/15</td>
<td>01/16 - 01/31</td>
</tr>
<tr>
<td>02/16/15</td>
<td>02/25/15</td>
<td>02/01 - 02/15</td>
</tr>
<tr>
<td>03/02/14</td>
<td>03/10/15</td>
<td>02/16 - 02/28</td>
</tr>
<tr>
<td>03/16/15</td>
<td>03/25/15</td>
<td>03/01 - 03/15</td>
</tr>
<tr>
<td>03/27/15</td>
<td>04/10/15</td>
<td>03/16 - 03/31</td>
</tr>
<tr>
<td>04/16/15</td>
<td>04/24/15</td>
<td>04/01 - 04/15</td>
</tr>
<tr>
<td>05/01/15</td>
<td>05/08/15</td>
<td>04/16 - 04/30</td>
</tr>
<tr>
<td>05/18/15</td>
<td>05/22/15</td>
<td>05/01 - 05/15</td>
</tr>
<tr>
<td>06/01/15</td>
<td>06/10/15</td>
<td>05/16 - 05/31</td>
</tr>
<tr>
<td>06/16/15</td>
<td>06/25/15</td>
<td>06/01 - 06/15</td>
</tr>
<tr>
<td>07/01/15</td>
<td>07/10/15</td>
<td>06/16 - 06/30</td>
</tr>
</tbody>
</table>

**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.

5. Security timesheets need to be printed on BLUE paper.

REVISED 3-05-15
<table>
<thead>
<tr>
<th>SEMESTER</th>
<th><em>DEADLINE</em></th>
<th>PAY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Summer Terms</td>
<td>07/16/14</td>
<td>07/25/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/08/14</td>
</tr>
<tr>
<td>August Term</td>
<td>08/18/14</td>
<td>08/25/14</td>
</tr>
<tr>
<td>Fall Full Term</td>
<td>09/16/14</td>
<td>09/25/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/10/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/24/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/10/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/25/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/10/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/19/14</td>
</tr>
<tr>
<td>Fall 1st Half</td>
<td>09/16/14</td>
<td>09/25/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/10/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/25/14</td>
</tr>
<tr>
<td>Fall 2nd Half</td>
<td>11/03/14</td>
<td>11/10/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/25/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/10/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/19/14</td>
</tr>
<tr>
<td>Winter Break</td>
<td>01/05/15</td>
<td>01/09/15</td>
</tr>
<tr>
<td>Spring Full Term</td>
<td>02/16/15</td>
<td>02/25/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/10/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/25/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/02/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/24/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>05/08/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>05/22/15</td>
</tr>
<tr>
<td>Spring 1st Half</td>
<td>02/16/15</td>
<td>02/25/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/10/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/25/15</td>
</tr>
<tr>
<td>Spring 2nd Half</td>
<td>03/31/15</td>
<td>04/02/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/24/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>05/08/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>05/22/15</td>
</tr>
<tr>
<td>May Term</td>
<td>06/16/15</td>
<td>06/25/15</td>
</tr>
</tbody>
</table>