



PAYROLL SCHEDULE
New Mexico Junior College
July 2018 --June 2019

SUPPORT, PROFESSIONAL & FACULTY

| *DEADLINE* | PAY DATE | PAY PERIOD | SUPPORT TIME SHEET DATES |
|-------------------|-----------------|-------------------|---|
| 07/02/18 | 07/13/18 | 07/01 - 07/15 | 06/16 - 06/30 |
| 07/16/18 | 07/31/18 | 07/16 - 07/31 | 07/01 - 07/15 |
| 08/01/18 | 08/15/18 | 08/01 - 08/15 | 07/16 - 07/31 |
| 08/16/18 | 08/31/18 | 08/16 - 08/31 | 08/01 - 08/15 |
| 09/04/18 | 09/14/18 | 09/01 - 09/15 | 08/16 - 08/31 |
| 09/17/17 | 09/28/18 | 09/16 - 09/30 | 09/01 - 09/15 |
| 10/01/18 | 10/15/18 | 10/01 - 10/15 | 09/16 - 09/30 |
| 10/16/18 | 10/31/18 | 10/16 - 10/31 | 10/01 - 10/15 |
| 11/01/18 | 11/15/18 | 11/01 - 11/15 | 10/16 - 10/31 |
| 11/16/18 | 11/30/16 | 11/16 - 11/30 | 11/01 - 11/15 |
| 12/03/18 | 12/14/18 | 12/01 - 12/15 | 11/16 - 11/30 |
| 12/17/18 | 12/21/18 | 12/16 - 12/31 | 12/01 - 12/15 |
| * 01/07/19 | 01/15/19 | 01/01 - 01/15 | 12/16 - 12/31 |
| 01/16/19 | 01/31/19 | 01/16 - 01/31 | 01/01 - 01/15 |
| 02/01/19 | 02/15/19 | 02/01 - 02/15 | 01/16 - 01/31 |
| 02/18/19 | 02/28/19 | 02/16 - 02/28 | 02/01 - 02/15 |
| 03/01/19 | 03/15/19 | 03/01 - 03/15 | 02/16 - 02/28 |
| ** 03/18/19 | 03/22/19 | 03/16 - 03/31 | 03/01 - 03/15 |
| 04/01/19 | 04/15/19 | 04/01 - 04/15 | 03/16 - 03/31 |
| 04/16/19 | 04/30/19 | 04/16 - 04/30 | 04/01 - 04/15 |
| 05/01/19 | 05/15/19 | 05/01 - 05/15 | 04/16 - 04/30 |
| 05/16/19 | 05/31/19 | 05/16 - 05/31 | 05/01 - 05/15 |
| 06/03/19 | 06/14/19 | 06/01 - 06/15 | 05/16 - 05/31 |
| 06/17/19 | 06/28/19 | 06/16 - 06/30 | 06/01 - 06/15 |
| 07/01/19 | 07/15/19 | 07/01 - 07/15 | 06/16 - 06/30 |

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.**

*Due to Christmas Break

5/21/2018

** Due to Spring Break



PAYROLL SCHEDULE
New Mexico Junior College
July 2018---June 2019

FULL TIME ADJUNCT FACULTY

| SEMESTER | *DEADLINE* | PAY DATE |
|------------------|-------------------|-----------------|
| Fall Full Term | *9/4/2018 | 09/14/18 |
| | | 09/28/18 |
| | | 10/15/18 |
| | | 10/31/18 |
| | | 11/15/18 |
| | | 11/30/18 |
| | | 12/14/18 |
| | | 12/21/18 |
| | | 09/14/18 |
| | | 09/28/18 |
| Fall 1st Half | *9/4/2018 | 10/15/18 |
| | | 11/15/18 |
| | | 11/30/18 |
| Fall 2nd Half | 11/01/18 | 12/14/18 |
| | | 12/21/18 |
| | | 01/15/19 |
| | | 01/28/19 |
| Winter Break | 01/07/19 | 02/15/19 |
| Spring Full Term | *2/1/2019 | 02/28/19 |
| | | 03/15/19 |
| | | 03/22/19 |
| | | 04/15/19 |
| | | 04/30/19 |
| | | 05/15/19 |
| | | 02/15/19 |
| | | 02/28/19 |
| | | 03/15/19 |
| | | 04/15/19 |
| Spring 1st Half | *2/1/2019 | 04/30/19 |
| | | 05/15/19 |
| | | 06/28/19 |
| Spring 2nd Half | 04/01/19 | 06/28/19 |
| | | 06/28/19 |
| May Term | 06/17/19 | 06/28/19 |

***PLEASE NOTE: The first payroll will be earlier then before.
Please plan accordingly.**

5/21/2018



PAYROLL SCHEDULE
New Mexico Junior College
July 2018---June 2019

SECURITY, STUDENT WORKERS & PART-TIME

| <u>*DEADLINE*</u> | <u>PAY DATE</u> | <u>PAY PERIOD</u> |
|--------------------------|------------------------|--------------------------|
| 07/02/18 | 07/10/18 | 06/16- 06/30 |
| 07/16/18 | 07/25/18 | 07/01 - 07/15 |
| 08/01/18 | 08/10/18 | 07/16 - 07/31 |
| 08/16/18 | 08/24/18 | 08/01 - 08/15 |
| 09/04/18 | 09/10/18 | 08/16 - 08/31 |
| 09/17/18 | 09/25/18 | 09/01 - 09/15 |
| 10/01/18 | 10/10/18 | 09/16 - 09/30 |
| 10/16/18 | 10/25/18 | 10/01 - 10/15 |
| 11/01/18 | 11/09/18 | 10/16 - 10/31 |
| 11/16/18 | 11/20/18 | 11/01 - 11/15 |
| 12/03/18 | 12/10/18 | 11/16 - 11/30 |
| 12/17/18 | 12/21/18 | 12/01 - 12/15 |
| * 01/07/19 | 01/10/19 | 12/16- 12/31 |
| 01/16/19 | 01/25/19 | 01/01 - 01/15 |
| 02/01/19 | 02/08/19 | 01/16 - 01/31 |
| 02/18/19 | 02/25/19 | 02/01 - 02/15 |
| 03/01/19 | 03/08/19 | 02/16 - 02/28 |
| ** 03/18/19 | 03/22/19 | 03/01 - 03/15 |
| 04/01/19 | 04/10/19 | 03/16 - 03/31 |
| 04/16/19 | 04/25/19 | 04/01 - 04/15 |
| 05/01/19 | 05/10/19 | 04/16 - 04/30 |
| 05/16/19 | 05/24/19 | 05/01 - 05/15 |
| 06/03/19 | 06/10/19 | 05/16 - 05/31 |
| 06/17/19 | 06/25/19 | 06/01 - 06/15 |
| 07/01/19 | 07/10/19 | 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**

**** Due to Spring Break**

5/21/2018



PAYROLL SCHEDULE
New Mexico Junior College
July 2018--June 2019
ADJUNCT FACULTY

| SEMESTER | *DEADLINE* | PAY DATE |
|------------------|-------------------|--|
| All Summer Terms | 07/16/18 | 07/25/18 08/10/18 |
| August Term | 08/16/18 | 08/24/18 |
| Fall Full Term | *9/4/2018 | 09/10/18 09/25/18 10/10/18 10/25/18 11/09/18 11/20/18 12/10/18 12/21/18 |
| Fall 1st Half | *9/4/2018 | 09/10/18 09/25/18 10/10/18 10/25/18 |
| Fall 2nd Half | 11/01/18 | 11/09/18 11/20/18 12/10/18 12/21/18 |
| Winter Break | 01/07/19 | 01/10/19 |
| Spring Full Term | *2/1/2019 | 02/08/19 02/25/19 03/08/19 03/22/19 04/10/19 04/25/19 05/10/19 05/24/19 |
| Spring 1st Half | *2/1/2019 | 02/08/19 02/25/19 03/08/19 03/22/19 |
| Spring 2nd Half | 04/01/19 | 04/10/19 04/25/19 05/10/19 05/24/19 |
| May Term | 06/17/18 | 06/25/19 |

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Please plan accordingly.

5/21/2018