

IMPORTANT DATES FOR PART-TIME AND OVERLOAD PAY

SPRING 2017

Following is the timeline for part-time and overload pay dates. Notices of Hourly Employment and Schedule Information Sheets received in the Office of Instructional Services by the due date will be included in the pay date indicated. Documents should be submitted to the Dean's office a few days in advance of the due date to allow time for the processing. Notices of Hourly Employment and Schedule Information Sheets received after the due date will be included in the following month's check.

SPRING 2017

<u>SIS due in Instruction Office</u>	<u>Instruction Office input (by PM)</u>	<u>Create Pay sheets (by AM)</u>	<u>Pay Date</u>
1/30/17	2/02/17	2/06/17	2/16/17
2/29/17	3/02/17	3/06/17	3/20/17
3/29/17	4/04/17	4/06/17	4/20/17
4/28/17	5/03/17	5/05/17	5/19/17

†† Mail Spring Hourly
Assignment Notices on or
about 12/05/16

**Payroll changes/Sub assignments submitted between 5/05 to 6/01 deadline are paid June 20, 2017.

Any spring 2017 payroll changes/Sub's submitted after 6/01/2017 will require a "Special Request Payroll" form signed by your Department Chair and Dean.

†† Since Hourly Assignment Notices are printed and mailed before the beginning of each semester, payroll data must be accurate at the time of mailing. Please double check any load banking.