

**2020-2021 PAYROLL CALENDAR  
FULL-TIME 12-MONTH PERSONNEL**

<b>FROM</b>	<b>TO</b>	<b>NO. WORK DAYS</b>	<b>PAYDATE</b>
07-01-2020	07-31-2020	22	07-31-2020
08-03-2020	08-31-2020	21	08-31-2020
09-01-2020	09-30-2020	21	09-30-2020
10-01-2020	10-30-2020	22	10-30-2020
11-02-2020	11-30-2020	17	11-30-2020
12-01-2020	12-17-2020	13	12-17-2020
01-04-2021	01-29-2021	19	01-29-2021
02-01-2021	02-26-2021	20	02-26-2021
03-01-2021	03-31-2021	23	03-31-2021
04-01-2021	04-30-2021	17	04-30-2021
05-03-2021	05-28-2021	20	05-28-2021
06-01-2021	06-30-2021	22	06-30-2021
	<b>TOTAL</b>	<b>237</b>	

**Daily Rate:** Annual salary divided by total number of workdays in fiscal year.

**Monthly Pay Amount:** Annual salary divided by 12.

**Uncompensated Absence Computation:** Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

**New Employee Pro-Rata Computation:** Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full months remaining in contract period and subtract that amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

**Terminated Employee Pro-Rata Computation:** Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

**COLLEGE CLOSED:**

July 3, 2020

September 7, 2020

November 11, 2020

Nov 25-29, 2020

December 18-31, 2020

January 1, 2021

January 18, 2021

April 19-25, 2021

May 31, 2021

**NOTE:** Attendance at Spring Commencement May 8, 2021 is expected of Administrative and Twelve Month Instructional Personnel.

**2020-2021 PAYROLL CALENDAR  
FULL-TIME 9-MONTH FACULTY - PAY PLAN I**

<b>FROM</b>	<b>TO</b>	<b>NO. WORK DAYS</b>	<b>PAYDATE</b>
08-17-2020	08-31-2020	11	08-31-2020
09-01-2020	09-30-2020	21	09-30-2020
10-01-2020	10-30-2020	22	10-30-2020
11-02-2020	11-30-2020	17	11-30-2020
12-01-2020	12-17-2020	13	12-17-2020
01-06-2021	01-29-2021	17	01-29-2021
02-01-2021	02-26-2021	20	02-26-2021
03-01-2021	03-31-2021	23	03-31-2021
04-01-2021	04-30-2021	17	04-30-2021
05-03-2021	05-08-2021	6	05-28-2021
	<b>TOTAL</b>	<b>167</b>	

**Pay Plan I:** Instructors' compensation will be divided into **ten equal checks** paid August through May.

**Daily Rate:** Annual salary divided by total number of workdays in fiscal year.

**Uncompensated Absence Computation:** Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

**New Employee Pro-rata Computation:** Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full month checks remaining to be paid in contract period and subtract this amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

**Terminated Employee Pro-Rata Computation:** Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

**NOTICE:** Once a pay plan selection has been made, it **cannot** be changed during the fiscal year.

**FACULTY HOLIDAYS:**

September 7, 2020	November 11, 2020	December 18-31, 2020	January 18, 2021
	November 25 – 29, 2020	January 1-5, 2021	April 19-25, 2021

**NOTE:** Attendance at Spring Graduation **May 8, 2021** is expected of Nine Month Instructional Personnel.

**2020 - 2021 PAYROLL CALENDAR  
FULL-TIME 9-MONTH FACULTY - PAY PLAN II**

FROM	TO	NO. WORK DAYS	PAYDATE
08-17-2020	08-31-2020	11	08-31-2020
09-01-2020	09-30-2020	21	09-30-2020
10-01-2020	10-30-2020	22	10-30-2020
11-02-2020	11-30-2020	17	11-30-2020
12-01-2020	12-17-2020	13	12-17-2020
01-06-2021	01-29-2021	17	01-29-2021
02-01-2021	02-26-2021	20	02-26-2021
03-01-2021	03-31-2021	23	03-31-2021
04-01-2021	04-30-2021	17	04-30-2021
05-03-2021	05-08-2021	6	05-28-2021
06-01-2021	06-30-2021	0	06-30-2021
	<b>TOTAL</b>	<b>167</b>	

**Pay Plan II:** Instructors' compensation will be divided into **eleven equal checks** paid August through June.

**Daily Rate:** Annual salary divided by total number of workdays in fiscal year.

**Uncompensated Absence Computation:** Daily rate X number of days absent without leave. Amount of computation deducted from salary in month of absence.

**New Employee Pro-Rata Computation:** Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full month checks remaining to be paid in contract period and subtract this amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

**Terminated Employee Pro-Rata Computation:** Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

**NOTICE:** Once a pay plan selection has been made, it **cannot** be changed during the fiscal year.

**FACULTY HOLIDAYS:**

September 7, 2020	November 11, 2020	December 18-31, 2020	January 18, 2021
	November 25 - 29, 2020	January 1-5, 2021	April 19-25, 2021

**NOTE:** Attendance at Spring Graduation **May 8, 2021** is expected of Nine Month Instructional Personnel.

**2020-2021 PAYROLL CALENDAR  
PART-TIME FACULTY  
COLLEGE CREDIT AND NON-CREDIT**

<b>FALL SEMESTER 2020</b>		
<b>FROM</b>	<b>TO</b>	<b>PAYDATE</b>
08/17/2020	09/30/2020	09/30/2020
10/01/2020	10/30/2020	10/30/2020
10/31/2020	11/30/2020	11/30/2020
12/01/2020	12/17/2020	12/17/2020

<b>SPRING SEMESTER 2021</b>		
<b>FROM</b>	<b>TO</b>	<b>PAYDATE</b>
01/06/2021	01/29/2021	01/29/2021
01/30/2021	02/26/2021	02/26/2021
02/27/2021	03/31/2021	03/31/2021
04/01/2021	04/30/2021	04/30/2021
05/01/2021	05/08/2021	05/28/2021

<b>SUMMER SEMESTER 2021</b>		
<b>FROM</b>	<b>TO</b>	<b>PAYDATE</b>
05/17/2021	06/30/2021	06/30/2021
07/01/2021	07/30/2021	07/30/2021
07/31/2021	08/11/2021	08/31/2021

**Pay Calculations:** Contract amounts for Fall, Spring and Summer Semester are divided by the number of pay dates remaining when received/processed in Human Resources and paid in the same number of equal installments.

**FACULTY HOLIDAYS:**

September 7, 2020  
November 11, 2020  
November 25-29, 2020

December 18-31, 2020  
January 1-5, 2021  
January 18, 2021

April 19-25, 2021  
May 31, 2021  
July 5, 2021

**2020 - 2021 PAYROLL CALENDAR  
PART-TIME HOURLY AND OTHER PERSONNEL (INCLUDING CWSP)**

<b>FROM</b>	<b>TO</b>	<b>PAYDATE</b>
06-16-2020	07-15-2020	07-31-2020
07-16-2020	08-14-2020	08-31-2020
08-15-2020	09-15-2020	09-30-2020
09-16-2020	10-15-2020	10-30-2020
10-16-2020	11-13-2020	11-30-2020
11-14-2020	12-08-2020	12-17-2020
12-09-2020	01-15-2021	01-29-2021
01-16-2021	02-15-2021	02-26-2021
02-16-2021	03-12-2021	03-31-2021
03-13-2021	04-15-2021	04-30-2021
04-16-2021	05-14-2021	05-28-2021
05-15-2021	06-15-2021	06-30-2021
06-16-2021	07-15-2021	07-30-2021

**Part-time Hourly Pay Period:** Generally runs from the 16<sup>th</sup> of the month through the 15<sup>th</sup> of the following month depending on where the weekend falls.

**Gross Pay Computation:** Hours worked X hourly rate (per employment letter).

**COLLEGE CLOSED:**

July 3, 2020  
September 7, 2020  
November 11, 2020

Nov 25-29, 2020  
December 18-31, 2020  
January 1, 2021

January 18, 2021  
April 19-25, 2021  
May 31, 2021

**Timesheets are due in the Payroll Office by the date indicated in the “TO” column above. Time sheets received after that date will be paid in the next month’s payroll.**