



HUMAN RESOURCES

MEMO

TO: All Employees  
FROM: Vikki Thompson  
Payroll Specialist  
DATE: June 11, 2024  
SUBJECT: Changes in Payroll Withholdings/Payroll Dates

PAYDATES

All payroll changes, contracts, and compensation vouchers must be submitted to the Human Resources Office by the designated due date. There will be **no exceptions**, and **no manual checks** will be issued.

The pay dates for the first six months of the 2024-2025 fiscal year are as follows:

- \* **Monday, July 15, 2024**  
(July 15, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Monday, July 1, 2024.**
- \* **Wednesday, July 31, 2024**  
(July 31, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Tuesday, July 16, 2024.**
- \* **Thursday, August 15, 2024**  
(August 15, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Thursday, August 1, 2024.**
- \* **Friday, August 30, 2024**  
(August 31, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Friday, August 16, 2024.**
- \* **Friday, September 13, 2024**  
(September 15, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Tuesday, September 3, 2024.**
- \* **Monday, September 30, 2024**  
(September 30, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Monday, September 16, 2024.**

- \* **Tuesday, October 15, 2024**  
(October 15, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Tuesday, October 1, 2024.**
- \* **Thursday, October 31, 2024**  
(October 31, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Wednesday, October 16, 2024.**
- \* **Friday, November 15, 2024**  
(November 15, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Friday, November 1, 2024.**
- \* **Friday, November 29, 2024**  
(November 30, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Monday, November 18, 2024.**

**PLEASE HAVE TIMESHEETS IN ON TIME, AS THERE IS A QUICK TURN AROUND FOR DECEMBER PAYS**

- \* **Friday, December 13, 2024**  
(December 15, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Monday, December 2, 2024.**
- \* **Monday, December 23, 2024**  
(December 31, 2024, Payroll)  
Payroll sheets and compensation vouchers for all regular and temporary part-time hourly employees, work study, institutional employment, executive council, cube, ambassadors, mentors and tutors are due in the Human Resources Office by **11:00 a.m. Monday, December 16, 2024.**

**Any overtime worked the 1<sup>st</sup> – 15<sup>th</sup> will be paid on the last day of the month and any overtime worked the 16<sup>th</sup> – the last day of the month will be paid on the 15<sup>th</sup> of the following month. Overtime must be authorized in advance and Overtime Compensation Vouchers must be turned in on a pay period basis.**

**CREDIT PAYMENT DATES – Fall 2024 SEMESTER**

Listed below are the scheduled payment dates for Part-time Credit Instructors for the Fall 2024 Semester. Please be advised if the Human Resources Office does not receive the required personnel/payroll documents, your paycheck/direct deposit will be delayed until appropriate documents are received or arrangements are made with our office.

<b>Class Schedule</b>	<b>Beginning Date</b>	<b>Ending Date</b>	<b>Pay Schedule</b>
Sixteen Week Semester Only - Teaching <b>12 or more credits</b>	8/26/2024	12/13/2024	Semi-monthly 9/13/2024 – 12/13/2024 (7 payments)
Sixteen Week Semester Only - Teaching <b>less than 12 credits</b>	8/26/2024	12/13/2024	Four times per semester: 9/30/2024, 10/31/2024, 11/29/2024, and 12/13/2024

To access your paystubs, please visit <https://my.adp.com>.

If you have any questions, please call me at (724) 287-8711, Ext. 8382.