

Part-time & Adjunct Employee Payroll Schedule

Fiscal Year 2025-2026

Part-time Employees			
Employee will submit time via Dynamic Forms.			
Please contact Monica Wylie at mwylie2@com.edu if you have any questions regarding time submission.			
SUPERVISORS: Please verify employees enter time through the end of the month.			
Pay Period	Employee Deadline	Supervisor Approval Deadline	Pay Date
09/01/2025 - 09/30/2025	9/29/2025	09/30/2025	10/10/2025
10/01/2025 - 10/31/2025	10/30/2025	10/31/2025	11/10/2025
11/01/2025 - 11/30/2025	11/25/2025	11/26/2025	12/10/2025
12/01/2025 - 12/31/2025	12/10/2025	12/11/2025	01/09/2026
01/01/2026 - 01/31/2026	01/29/2026	01/30/2026	02/10/2026
02/01/2026 - 02/28/2026	02/26/2026	02/27/2026	03/10/2026
03/01/2026 - 03/31/2026	03/30/2026	03/31/2026	04/10/2026
04/01/2026 - 04/30/2026	04/29/2026	04/30/2026	05/08/2026
05/01/2026 - 05/31/2026	05/28/2026	05/29/2026	06/10/2026
06/01/2026 - 06/30/2026	06/29/2026	06/30/2026	07/10/2026
07/01/2026 - 07/31/2026	07/30/2026	07/31/2026	08/10/2026
08/01/2026 - 08/31/2026	08/28/2026	08/31/2026	09/10/2026

Adjunct Employees			
Employee will be issued an adjunct assignment form by department via COM e-mail.			
(Exceptions: Public Service Careers and Adult Education)			
Please contact Tham Ware at tvy3453@com.edu			
if you have any questions regarding adjunct assignments.			
Pay Period	Term	Deadline to HR	Pay Dates
08/18/2025 - 12/04/2025	Fall 2025	08/25/2025	09/10, 10/10, 11/10, 12/10, 01/09
08/18/2025 - 10/09/2025	Fall 2025 (1st 8 weeks)	08/25/2025	09/10, 10/10, 11/10
10/13/2025 - 12/04/2025	Fall 2025 (2nd 8 weeks)	10/20/2025	11/10, 12/10, 01/09
12/08/2025 - 12/26/2025	Fall 2025 Mini	01/02/2026	01/09
01/12/2026 - 05/07/2026	Spring 2026	01/20/2026	02/10, 03/10, 04/10, 05/08, 06/10
01/12/2026 - 03/05/2026	Spring 2026 (1st 8 weeks)	01/20/2026	02/10, 03/10, 04/10
03/16/2026 - 05/07/2026	Spring 2026 (2nd 8 weeks)	03/23/2026	04/10, 05/08, 06/10
05/11/2026 - 05/29/2026	Spring 2026 Mini	05/18/2026	06/10
06/01/2026 - 08/07/2026	Summer I 2026	06/08/2026	07/10, 08/10, 09/10
06/01/2026 - 07/02/2026	Summer I 2026 (1st 5 weeks)	06/08/2026	07/10, 08/10
07/06/2026 - 08/07/2026	Summer I 2026 (2nd 5 weeks)	07/13/2026	08/10, 09/10

Please add these due dates to your calendar.