

## Part-time & Adjunct Employee Payroll Schedule

**Fiscal Year 2021-2022**

<b>Part-time Employees</b>			
<b>Employee will enter time in WebAdvisor</b>			
Please contact Patty Rosenfield in the Business Office at <a href="mailto:prosenfield@com.edu">prosenfield@com.edu</a> if you have any questions regarding time entry. Thank you.			
Pay Period	Employee Deadline	Supervisor Approval Deadline	Pay Date
09/01/2021 - 09/30/2021	10/04/2021	10/05/2021	10/15/2021
10/01/2021 - 10/31/2021	11/02/2021	11/03/2021	11/15/2021
11/01/2021 - 11/30/2021	12/01/2021	12/02/2021	12/10/2021
12/01/2021 - 12/31/2021	01/04/2022	01/05/2022	01/14/2022
01/01/2022 - 01/31/2022	02/03/2022	02/04/2022	02/15/2022
02/01/2022 - 02/28/2022	03/03/2022	03/04/2022	03/11/2022
03/01/2022 - 03/31/2022	04/05/2022	04/06/2022	04/14/2022
04/01/2022 - 04/30/2022	05/04/2022	05/05/2022	05/13/2022
05/01/2022 - 05/31/2022	06/03/2022	06/06/2022	06/15/2022
06/01/2022 - 06/30/2022	07/05/2022	07/06/2022	07/15/2022
07/01/2022 - 07/31/2022	08/03/2022	08/04/2022	08/15/2022
08/01/2022 - 08/31/2022	09/06/2022	09/07/2022	09/15/2022

<b>Adjunct Employees</b>			
<b>Employee will be issued an adjunct assignment form by department via COM e-mail.</b>			
<b>(Exceptions: Public Service Careers and Adult Education)</b>			
Please contact Tham Ware in Human Resources at <a href="mailto:tv3453@com.edu">tv3453@com.edu</a> if you have any questions regarding adjunct assignments. Thank you.			
Pay Period	Term	Deadline to HR	Pay Dates
08/23/2021 - 12/10/2021	Fall 2021	09/01/2021	09/15, 10/15, 11/15, 12/10, 1/14
08/23/2021 - 10/15/2021	Fall 2021 (1st 8 weeks)	09/01/2021	09/15, 10/15, 11/15
10/18/2021 - 12/10/2021	Fall 2021 (2nd 8 weeks)	11/02/2021	11/15, 12/10, 1/14
01/18/2022 - 05/13/2022	Spring 2022	02/03/2022	02/15, 03/11, 04/14, 05/13, 06/15
01/18/2022 - 03/11/2022	Spring 2022 (1st 8 weeks)	02/03/2022	02/15, 03/11, 04/14
03/21/2022 - 05/13/2022	Spring 2022 (2nd 8 weeks)	04/01/2022	04/14, 05/13, 06/15
05/16/2022 - 06/03/2022	Spring 2022 Mini	06/02/2022	06/15, 07/15
06/06/2022 - 08/12/2022	Summer I 2022	07/01/2022	07/15, 08/15, 09/15
06/06/2022 - 07/08/2022	Summer I 2022 (1st 5 weeks)	07/01/2022	07/15, 08/15
07/11/2022 - 08/12/2022	Summer I 2022 (2nd 5 weeks)	08/02/2022	08/15, 09/15

**Please add these due dates to your calendar. Thank you.**