

Part-time & Adjunct Employee Payroll Schedule

Fiscal Year 2022-2023

Part-time Employees			
Employee will enter time in WebAdvisor			
Please contact Patty Rosenfield in the Business Office at prosenfield@com.edu			
if you have any questions regarding time entry. Thank you.			
Pay Period	Employee Deadline	Supervisor Approval Deadline	Pay Date
09/01/2022 - 09/30/2022	10/03/2022	10/04/2022	10/14/2022
10/01/2022 - 10/31/2022	11/02/2022	11/03/2022	11/15/2022
11/01/2022 - 11/30/2022	12/01/2022	12/02/2022	12/09/2022
12/01/2022 - 12/31/2022	01/03/2023	01/04/2023	01/13/2023
01/01/2023 - 01/31/2023	02/02/2023	02/03/2023	02/15/2023
02/01/2023 - 02/28/2023	03/02/2023	03/03/2023	03/10/2023
03/01/2023 - 03/31/2023	04/04/2023	04/05/2023	04/14/2023
04/01/2023 - 04/30/2023	05/03/2023	05/04/2023	05/15/2023
05/01/2023 - 05/31/2023	06/05/2023	06/06/2023	06/15/2023
06/01/2023 - 06/30/2023	07/05/2023	07/06/2023	07/14/2023
07/01/2023 - 07/31/2023	08/03/2023	08/04/2023	08/15/2023
08/01/2023 - 08/31/2023	09/05/2023	09/06/2023	09/15/2023

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 in Human Resources at tv3453@com.edu			
if you have any questions regarding adjunct assignments. Thank you.			
Pay Period	Term	Deadline to HR	Pay Dates
08/22/2022 - 12/09/2022	Fall 2022	09/02/2022	09/15, 10/14, 11/15, 12/09, 1/13
08/22/2022 - 10/14/2022	Fall 2022 (1st 8 weeks)	09/02/2022	09/15, 10/14, 11/15
10/17/2022 - 12/09/2022	Fall 2022 (2nd 8 weeks)	11/02/2022	11/15, 12/09, 1/13
01/17/2023 - 05/12/2023	Spring 2023	02/03/2023	02/15, 03/10, 04/14, 05/15, 06/15
01/17/2023 - 03/10/2023	Spring 2023 (1st 8 weeks)	02/03/2023	02/15, 03/10, 04/14
03/20/2023 - 05/12/2023	Spring 2023 (2nd 8 weeks)	04/03/2023	04/14, 05/15, 06/15
05/15/2023 - 06/02/2023	Spring 2023 Mini	06/02/2023	06/15, 07/14
06/05/2023 - 08/11/2023	Summer I 2023	07/03/2023	07/14, 08/15, 09/15
06/05/2023 - 07/07/2023	Summer I 2023 (1st 5 weeks)	07/03/2023	07/14, 08/15
07/10/2023 - 08/11/2023	Summer I 2023 (2nd 5 weeks)	08/02/2023	08/15, 09/15

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