**2021-2022 PAYROLL CALENDAR**

**FULL-TIME 12-MONTH PERSONNEL**

|  |  |  |  |
| --- | --- | --- | --- |
| FROM | **TO** | **NO. WORK DAYS** | **PAYDATE** |
| 07-01-2021 | 07-30-2021 | 21 | 07-30-2021 |
| 08-02-2021 | 08-31-2021 | 22 | 08-31-2021 |
| 09-01-2021 | 09-30-2021 | 21 | 09-30-2021 |
| 10-01-2021 | 10-29-2021 | 21 | 10-29-2021 |
| 11-01-2021 | 11-30-2021 | 18 | 11-30-2021 |
| 12-01-2021 | 12-16-2021 | 12 | 12-16-2021 |
| 01-03-2022 | 01-31-2022 | 20 | 01-31-2022 |
| 02-01-2022 | 02-28-2022 | 20 | 02-28-2022 |
| 03-01-2022 | 03-31-2022 | 18 | 03-31-2022 |
| 04-01-2022 | 04-29-2022 | 21 | 04-29-2022 |
| 05-02-2022 | 05-31-2022 | 21 | 05-31-2022 |
| 06-01-2022 | 06-30-2022 | 22 | 06-30-2022 |
|  | TOTAL | **237** |  |

**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 5, 2021 November 24-28, 2021 January 17, 2022

September 6, 2021 December 17, 2021 - January 2, 2022 March 21-27, 2022

November 11, 2021 May 30, 2022

**NOTE:** Attendance at Spring Commencement May 7, 2022 is expected of Administrative and Twelve Month Instructional Personnel.