

**2016-2017 PAYROLL CALENDAR
FULL-TIME 12-MONTH PERSONNEL**

FROM	TO	NO. WORK DAYS	PAYDATE
07-01-16	07-29-16	20	07-29-16
08-01-16	08-31-16	23	08-31-16
09-01-16	09-30-16	21	09-30-16
10-03-16	10-31-16	21	10-31-16
11-01-16	11-30-16	18	11-30-16
12-01-16	12-16-16	12	12-16-16
01-03-17	01-31-17	20	01-31-17
02-01-17	02-28-17	20	02-28-17
03-01-17	03-31-17	18	03-31-17
04-03-17	04-28-17	20	04-28-17
05-01-17	05-31-17	22	05-31-17
06-01-17	06-30-17	22	06-30-17
	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 4, 2016

September 5, 2016

November 11, 2016

Nov 23-27, 2016

December 19-31, 2016

January 1-2, 2017

January 16, 2017

March 13-19, 2017

May 29, 2017

NOTE: Attendance at Spring Graduation May 6 2017 is expected of Administrative and Twelve Month Instructional Personnel.