

**2023-2024 PAYROLL CALENDAR  
FULL-TIME 12-MONTH FACULTY**

FROM	TO	NO. WORK DAYS	PAYDATE
08-15-2023	08-31-2023	13	08-31-2023
09-01-2023	09-29-2023	20	09-29-2023
10-02-2023	10-31-2023	22	10-31-2023
11-01-2023	11-30-2023	18	11-30-2023
12-01-2023	12-18-2023	11	12-18-2023
01-08-2024	01-31-2024	17	01-31-2024
02-01-2024	02-29-2024	21	02-29-2024
03-01-2024	03-29-2024	16	03-29-2024
04-01-2024	04-30-2024	22	04-30-2024
05-01-2024	05-31-2024	19	05-31-2024
06-03-2024	06-28-2024	20	06-28-2024
07-01-2024	07-31-2024	22	07-31-2024
08-01-2024	08-09-2024	7	08-30-2024
	<b>TOTAL</b>	<b>228</b>	

**12 Month Faculty:** Instructors' compensation for September 2023 through July 2024 will be divided into eleven equal checks. The remaining balance (1/12<sup>th</sup> of salary) will be split in half with the first **half paid in August 2023** & the other **half paid in August 2024**.

**Daily Rate:** Annual salary divided by total number of workdays in academic year.

**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:**

September 4, 2023	November 22-24, 2023	January 15, 2024	May 27, 2024
November 10, 2023	December 18, 2023 - January 7, 2024	March 18 - 22, 2024	July 4, 2024

**NOTE:** Attendance at Spring Commencement **May 4, 2024** is expected of Administrative and Twelve Month Instructional Personnel.