

Part-time Instructor Payroll Schedule

Month	Pay Run ID	Pay Period Begins	Pay Period Ends	Document Receipt Date to HR-HRIS - 10 Work Days Prior to SSC Due Date	Document Due Date to Payroll for Requests that DO NOT process through HR-HRIS - 5 Business Days Prior to SSC Due Date	SSC Absence Approval Due at 9 am	Check Date
Jan-22	21M1	1/1/2022	1/31/2022	1/5/2022	1/12/2022	01/19/22	01/31/22
Feb-22	22M1	2/1/2022	2/28/2022	2/2/2022	2/9/2022	02/16/22	02/28/22
Mar-22	23M1	3/1/2022	3/31/2022	3/10/2022	3/17/2022	03/24/22	03/31/22
Apr-22	24M1	4/1/2022	4/30/2022	4/8/2022	4/15/2022	04/22/22	04/29/22
May-22	25M1	5/1/2022	5/31/2022	5/9/2022	5/16/2022	05/23/22	05/31/22
Jun-22	See Summer Schedule						
Jul-22							
Aug-22	28M1	8/1/2022	8/31/2022	8/10/2022	8/17/2022	08/24/22	08/31/22
Sep-22	29M1	9/1/2022	9/30/2022	9/9/2022	9/16/2022	09/23/22	09/30/22
Oct-22	20M1	10/1/2022	10/31/2022	10/10/2022	10/17/2022	10/24/22	10/31/22
Nov-22	2NM1	11/1/2022	11/30/2022	11/7/2022	11/14/2022	11/21/22	11/30/22
Dec-22	2DM1	12/1/2022	12/31/2022	12/5/2022	12/12/2022	12/19/22	12/30/22