

COMMUNITY COLLEGES OF SPOKANE
Monthly Payroll Processing Schedule
July 2006 – June 2007

Monthly Payroll: Adjunct Academic Employees

Time Reporting Period	Due Dates	Scheduled Payday
2006		
July 1 – 15, 2006	July 17, 2006	July 31, 2006
July 16 – August 18	August 21	August 31
August 19 – September 17	September 18	September 29
September 18 – 30	October 2 (A)	October 13
October 1 – 15	October 16	October 31
October 16 – November 15	November 16	November 30
November 16 – December 15	December 18 (1)	December 29
December 16 – January 15, 2007	January 16, 2007 (B)	January 31, 2007
2007		
January 16 – February 15, 2007	February 16, 2007	February 28, 2007
February 16 – March 23	March 26 (2)	March 30
March 24 – April 15	April 16 (C)	April 30
April 16 – May 15	May 16	May 31
May 16 – June 17	June 18 (3)	June 29
June 18 – June 30	July 2 (D)	July 10

Signed contracts should be forwarded to HRO as soon as possible, but no later than:

- (A) Fall quarter: Signed contracts to Human Resource Office by October 1st
- (B) Winter quarter: Signed contracts to Human Resource Office by January 18th.
- (C) Spring quarter: Signed contracts to Human Resource Office by April 18th.
- (D) Summer quarter: Signed contracts to Human Resource Office by July 1st.

Leave slips should be forwarded to Payroll as leave is taken, but no later than end of quarter:

- (1) Fall quarter: Signed leave slips to Payroll Office by December 13th.
- (2) Winter quarter: Signed leave slips to Payroll Office by March 25th.
- (3) Spring quarter: Signed leave slips to Payroll Office by June 20th.