

Winter 2024 Payroll Schedule

All Full Time Faculty and Adjunct Faculty teaching during the 2024 Winter Intersession are paid in 2 **unequal** payments; 88% on February 5, 2024 and the remaining 12% on March 5, 2024.

Paycheck Distribution:

Paychecks are available for pick-up in the Payroll Office after 8:30 am on payday. Checks that are not picked up will be mailed the next business day at 1:00 pm. Direct Deposit Stubs are automatically mailed on payday.

Direct Deposit

If you previously had Direct Deposit, **but you did not work during the Fall 2023 Semester**, you must resubmit your account information to the Payroll Office in order to have for your direct deposit reactivated.

Who Must Submit a Timesheet?

- Adjunct Counselors and Librarians are required to turn in a timesheet.
- Any instructor whose assignment is not tied to a section number.
- Any instructor whose assigned class section was cancelled **AFTER** it began.
- All **Substitutes** Full Time Faculty and Adjunct Faculty **MUST** turn in a timesheet for Substitute hours. Timesheet must include name of absent instructor and class section number.
- Any additional Faculty who are required to submit a timesheet will be notified by the Division Dean.

Timesheets:

Full Time Faculty and Adjunct Faculty who are assigned to a class section **WILL NOT** need to submit a timesheet.

Electronic timesheets need to be routed to your Dean for approval. A valid budget account number must be included on the timesheet before it is submitted to the Payroll Office.

Fillable electronic timesheets can also be found on the Payroll websites here:

https://www.canyons.edu/administration/businessservices/payroll_services.php

The pay periods and pay dates are as follows for the Winter Intersession 2024:

Pay Period	Pay Date		If you are required to turn in a timesheet (Substituting, Class Cancellation, etc.)	Timesheet Due In Payroll Office no later than:	
	Day	Date		Day	Date
01/02/24 - 01/31/24	Mon	02/05/24	For all hours worked in January	Wed	01/24/24
02/01/24 - 02/04/24	Tue	03/05/24	For all hours worked in February	Thur	02/22/24

If you have any questions regarding the Payroll Schedule, please contact me at Ext. 3018.

Thank you.

Amy Martinez
Payroll Coordinator