

**BI-WEEKLY PAYROLL SCHEDULE FOR COLLEGE WORK-STUDY**  
**AND 03 HOURLY EMPLOYEES**

**2019**

<u>WORK PERIOD</u>	<u>DUE BY 12:00 PM (NOON)</u>	<u>PAYDAY</u>
DEC 21 - JAN 03,	THURSDAY---JANUARY 03, 2019	JAN 11, 2019
JAN 04 - JAN 17,	THURSDAY---JANUARY 17, 2019	JAN 25, 2019
JAN 18 - JAN 31,	THURSDAY---JAUARY 31, 2019	FEB 09, 2019
FEB 01 - FEB 14,	THURSDAY---FEBRUARY 14, 2019	FEB 22, 2019
FEB 15 - FEB 28,	THURSDAY---FEBRUARY 28, 2019	MAR 08, 2019
MAR 01 - MAR 14,	THURSDAY---MARCH 14, 2019	MAR 22, 2019
MAR 15 - MAR 28,	THURSDAY---MARCH 28, 2019	APR 05, 2019
MAR 29 - APR 11,	THURSDAY---APRIL 11, 2019	APR 19, 2019
APR 12 - APR 25,	THURSDAY---APRIL 25, 2019	MAY 03, 2019
APR 26 - MAY 09,	THURSDAY---MAY 9, 2019	MAY 17, 2019
MAY 10 - MAY 23,	THURSDAY---MAY 23, 2019	MAY 31, 2019
MAY 24 - JUN 06,	THURSDAY---JUNE 06, 2019	JUN 14, 2019
JUN 07 - JUN 20,	THURSDAY---JUNE 20, 2019	JUN 28, 2019
JUN 21 - JUL 03,	WEDNESDAY---JULY 03, 2019	JUL 12, 2019
JUL 04 - JUL 18,	THURSDAY---JULY 18, 2019	JUL 26, 2019
JUL 19 - AUG 01,	THURSDAY---AUGUST 01, 2019	AUG 09, 2019
AUG 02 - AUG 15,	THURSDAY---AUGUST 15, 2019	AUG 23, 2019
AUG 16 - AUG 29,	THURSDAY---AUGUST 29, 2019	SEP 06, 2019
AUG 30 - SEP 12,	THURSDAY---SEPTEMBER 12, 2019	SEP 20, 2019
SEP 13 - SEP 26,	THURSDAY---SEPTEMBER 26, 2019	OCT 04, 2019
SEP 27 - OCT 10,	THURSDAY---OCTOBER 10, 2019	OCT 18, 2019
OCT 11 - OCT 24,	THURSDAY---OCTOBER 24, 2019	NOV 01, 2019
OCT 25 - NOV 07,	THURSDAY---NOVEMBER 07, 2019	NOV 15, 2019
NOV 08 - NOV 21,	WEDNESDAY---NOVEMBER 21, 2019	NOV 29, 2019
NOV 22 - DEC 05,	THURSDAY---DECEMBER 05, 2019	DEC 13, 2019
DEC 06 - DEC 19,	THURSDAY---DECEMBER 19, 2019	DEC 27, 2019
DEC 20 - JAN 02,	THURSDAY---JANUARY 02, 2020	JAN 10, 2020

\*\* (The dates for Thanksgiving and the last week of December are subject to change if the college is closed for the holiday, and/or the Energy Conservation breaks.)

**\*\*Please read the second page of this schedule for important information\*\***

1. TIMESHEETS MUST BE HANDED IN NO LATER THAN THURSDAY (12:00 NOON) OF THE PAY PERIOD. Time may be projected, for the whole day on Thursday if employee is working later than 12:00pm, but should **not** include hours for Friday. Those, hours should be put on the following timesheet.
  
2. Pay advices may be viewed online at; <https://hrcms-prod.state.ma.us>. Your employee ID is not the same as, your self-service ID. It can be found in the second row middle box of your HRCMS pay advice. The initial password is your employee ID typed in again in the password box followed by the last 4 digits of your social security number. If you forget, your password, it can be reset by calling the NECC Help Desk at X3111.
  
3. The Payroll office is open from 8:00am until 4:30pm. If you work after 4:30pm you may leave your timesheet in the box, which is located on the wall outside the Payroll office.
  
4. When a holiday falls on a Thursday of the week that you would normally pass in your timesheet, you must submit the, timesheet by the preceding Wednesday, by 12:00 noon.
  
5. Students will only be paid for the ACTUAL hours worked. Falsifying hours on a time sheet can result in the loss of your, position and/or eligibility for the College Work Study program.
  
6. Consecutive six (6) hours of work **must** include a 1/2 hour lunch break. **NO Exceptions.** A 1/2 hour must not be added to the, beginning or the end of your work schedule to compensate for this.
  
7. Federal Work Study rules specifically state that students are not allowed to pass in their own timesheets. Supervisors must submit the original timesheet to payroll by the due date and time.

**SUPERVISORS:** Be aware of what you are signing. Please do not sign blank timesheets or timesheets written in pencil.