ANTELOPE VALLEY COLLEGE

DATE: November 15, 2023

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

FROM: Debby Hackenberg, Director of Payroll (Ext. 6825)

SUBJECT: **Schedule of Payroll Issue Dates for Summer 2024**

SUMMER 2024 PAYROLL ISSUE DATES

Pay Period	Issue Date
05/01/24 – 05/31/24	06/05/24
06/01/24 – 06/30/24	07/05/24
07/01/24 – 07/31/24	08/05/24
08/01/24 – 08/31/24	09/05/24

Adjunct/Overload Instructors:

Full Term Classes: Taught Summer 2024 from 05/13/24 to 08/03/2024

- Instructors will be paid in four (4) equal payments.

Short Term Classes: payment(s) are made according to number of pay period(s) worked.

- Example 1: Classes taught 06/01/24 – 06/29/24 (one pay period):
  You will receive one (1) payment with an issue date of 07/05/24.

- Example 2: Classes taught 06/01/24 – 07/26/24 (two pay periods):
  You will receive two (2) equal payments: one payment on issue date 07/05/24, the second on issue date 08/05/24

Non-Instructional Certificated Employees:

(Library, Learning Center, Counseling and Other Programs)
Paid for the number of hours worked within a given pay period as reported to Payroll on the Non-Instructional Web Time Sheets.

Questions?

Adjunct & Overload Payroll Specialists:
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