



Office of People, Culture, and Talent

DATE: August 1, 2025

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

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

SUBJECT: **Schedule of Payroll Issue Dates for Fall 2025**

FALL 2025 PAYROLL ISSUE DATES

Pay Period	Issue Date
08/01/25 – 08/31/25	09/05/25
09/01/25 – 09/30/25	10/03/25
10/01/25 – 10/31/25	11/05/25
11/01/25 – 11/30/25	12/05/25
12/01/25 – 12/31/25	01/05/26

Adjunct/Overload Instructors:

Full Term Classes: Taught Fall 2025 from 08/18/25 to 12/06/25

- Instructors will be paid in five (5) equal payments.

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

- **Example 1:** Classes taught 09/02/25 – 09/27/25 (one pay period):
You will receive one (1) payment with an issue date of 10/03/25.
- **Example 2:** Classes taught 10/07/25 – 11/22/25 (two pay periods):
You will receive two (2) equal payments: one payment on issue date 11/05/25, the second on issue date 12/05/25.

Non-Instructional Certificated Employees:

Library, Learning Center, Counseling Only (*excludes Coaching positions*)

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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