



Office of People, Culture, and Talent

DATE: January 5th, 2026

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

FROM: Vicky Remp, Interim Director of Payroll (Ext. 6995)

SUBJECT: **Schedule of Payroll Issue Dates for Intersession 2026**

INTERSESSION 2026 PAYROLL ISSUE DATES

Pay Period	Issue Date
01/05/26 – 01/31/26	02/05/26
02/01/26 – 02/28/26	03/05/26

Adjunct/Overload Instructors:

Full Term Classes: Taught Intersession 2026 from 01/05/26 to 02/06/26

- Instructors will be paid in two (2) equal payments.

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

- **Example:** Classes taught 01/05/26 – 01/16/26 (one pay period):
You will receive one (1) payment with an issue date of 02/05/26

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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