



Office of People, Culture, and Talent

DATE: February 09, 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 Spring 2026**

### SPRING 2026 PAYROLL ISSUE DATES

Pay Period	Issue Date
02/01/26- 02/28/26	03/05/26
03/01/26 - 03/31/26	04/03/26
04/01/26 - 04/30/26	05/05/26
05/01/26 - 05/31/26	06/05/26
06/01/26 - 06/30/26	07/03/26

#### Adjunct/Overload Instructors:

**Full Term Classes:** Taught Spring 2026 from **02/09/26 to 06/06/26**.

- 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 **02/09/26 – 02/28/26** (one pay period):  
You will receive one (1) payment with an issue date of 03/05/26.
- **Example 2:** Classes taught **03/17/26 – 06/06/26** (four pay periods):  
You will receive four (4) equal payments: one payment on issue date 04/03/26, the second on issue date 05/05/26, the third on 06/06/26 and fourth on 07/03/26.

#### 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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