



**Office of Human Resources & Employee Relations**

DATE: August 8, 2018

TO: ALL ADJUNCT/OVERLOAD INSTRUCTORS

FROM: Debby Hackenberg, Payroll Supervisor (Ext. 6825)  
Lisa Diaz, Payroll Specialist (Ext. 6060)

SUBJECT: **IMPORTANT NOTICE: SCHEDULE OF PAYROLL ISSUE DATES FOR ALL ADJUNCT AND OVERLOAD INSTRUCTORS FALL 2018**

**I. ADJUNCT/OVERLOAD INSTRUCTIONAL CERTIFICATED EMPLOYEES**

Pay Period		Issue Date
<b>Fall 2018</b>		
08/01/18-08/31/18		09/05/18
09/01/18-09/30/18		10/05/18
10/01/18-10/31/18		11/05/18
11/01/18-11/30/18		12/05/18
12/01/18-12/31/18		01/04/19

**Adjunct/overload instructors teaching classes will be paid as follows:**

- 1. FULL TERM CLASSES:**
  - a. **Fall 2018** – From 08/20/2018 through 12/08/2018. Instructors will be paid in five (5) equal payments.
- 2. SHORT\_TERM CLASSES: PAYMENT(S) ARE MADE ACCORDING TO NUMBER OF PAY PERIOD(S) WORKED.**
  - a. **Example 1:** If you teach a class 09/03/2018-09/14/2018 (one pay period) – you will receive one (1) payments with an issue date of 10/05/18
  - b. **Example 2:** If you teach a class from 09/03/2018-10/08/2018 (two pay periods) – your payments will be divided into two (2) equal payments: one payment on issue date 10/05/18 and the second on issue date 11/05/18.

**II. NON-INSTRUCTIONAL CERTIFICATED EMPLOYEES (LIBRARY, LEARNING CENTER, COUNSELING AND OTHER PROGRAMS)**

Pay Period		Issue Date
<b>Spring 2018</b>		
08/01/18-08/31/18		09/05/18
09/01/18-09/30/18		10/05/18
10/01/18-10/31/18		11/05/18
11/01/18-11/30/18		12/05/18
12/01/18-12/31/18		01/04/19

**Non-instructional certificated employees will receive payment for the number of hours worked within a given pay period and which are reported to Payroll on the Non-Instructional Time Sheets.**