



**Office of Human Resources & Employee Relations**

DATE: August 8, 2019

TO: ALL ADJUNCT/OVERLOAD INSTRUCTORS

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

SUBJECT: **IMPORTANT NOTICE: SCHEDULE OF PAYROLL ISSUE DATES FOR ALL ADJUNCT AND OVERLOAD INSTRUCTORS FALL 2019**

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

Pay Period		Issue Date
<b>Fall 2019</b>		
08/01/19 - 08/31/19		09/05/19
09/01/19 - 09/30/19		10/04/19
10/01/19 - 10/31/19		11/05/19
11/01/19 - 11/30/19		12/05/19
12/01/19 - 12/31/19		01/03/20

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

- 1. FULL TERM CLASSES:**
  - a. **Fall 2019** – From 08/19/2019 - 12/07/2019. 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 09/03/2019 - 09/12/2019 (one pay period) - you will receive one (1) payments with an issue date of 10/04/19
  - b. **Example 2:** If you teach a class from 10/07/2019 - 11/21/2019 (two pay periods) - your payments will be divided into two (2) equal payments: one payment on issue date 11/05/19 and the second on issue date 12/05/19.

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

Pay Period		Issue Date
<b>Fall 2019</b>		
08/01/19 - 08/31/19		09/05/19
09/01/19 - 09/30/19		10/04/19
10/01/19 - 10/31/19		11/05/19
11/01/19 - 11/30/19		12/05/19
12/01/19 - 12/31/19		01/03/20

**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.**