



Office of Human Resources & Employee Relations

DATE: January 2, 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 – Intersession 2019**

Intersession Schedule 2019

ADJUNCT/OVERLOAD INSTRUCTIONAL

Pay Period		Issue Date
01/01/19-01/31/19		02/05/19
02/01/19-02/28/19		03/05/19

Lecture classes will be paid as follows:

1. **FULL TERM CLASSES:** From 01/02/2019-02/02/2019. Instructors will receive two (2) equal payments.
2. **SHORT TERM CLASSES:** Payment is made according to the number of pay periods worked.
 - a. Example 1: If you teach a class from 01/02/2019 through 01/25/2019 – you will receive 1 payment. The payment will be on 02/05/2019

ADJUNCT NON-INSTRUCTIONAL

LIBRARY, LEARNING CENTER, COUNSELING AND OTHER PROGRAMS

Pay Period		Issue Date
01/01/19-01/31/19		02/05/19
02/01/19-02/28/19		03/05/19