



Office of Human Resources & Employee Relations

DATE: February 4, 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 Spring 2019**

I. ADJUNCT/OVERLOAD INSTRUCTIONAL CERTIFICATED EMPLOYEES

Pay Period		Issue Date
Spring 2019		
02/01/19-02/28/19		03/05/19
03/01/19-03/31/19		04/05/19
04/01/19-04/30/19		05/03/19
05/01/19-05/31/19		06/05/19

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

1. FULL TERM CLASSES:

a. **Spring 2019** – From 02/04/19 through 05/31/19. Instructors will be paid in four (4) 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 02/04/19-02/22/19 (one pay period) – you will receive one (1) payment with an issue date of 03/05/19
- b. **Example 2:** If you teach a class from 02/04/19-03/15/19 (two pay periods) – your payments will be divided into two (2) equal payments: one payment on issue date 03/05/19 and the second on issue date 04/05/19.

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

Pay Period		Issue Date
Spring 2018		
02/01/19-02/28/19		03/05/19
03/01/19-03/31/19		04/05/19
04/01/19-04/30/19		05/03/19
05/01/19-05/31/19		06/05/19

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.