



Office of Human Resources & Employee Relations

DATE: June 1, 2020

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 2020**

I. ADJUNCT/OVERLOAD INSTRUCTIONAL CERTIFICATED EMPLOYEES

Pay Period		Issue Date
Fall 2020		
08/01/20- 08/31/20		09/04/20
09/01/20 - 09/30/20		10/05/20
10/01/20 - 10/31/20		11/05/20
11/01/20 - 11/30/20		12/04/20
12/01/20 - 12/31/20		01/05/21

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

- 1. FULL TERM CLASSES:**
 - a. **Fall 2020** – From 08/17/20 - 12/05/20. 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 09/01/20 - 09/24/20 (one pay period) - you will receive one (1) payments with an issue date of 10/05/
 - b. **Example 2:** If you teach a class from 10/5/20 - 11/25/20 (two pay periods) - your payments will be divided into two (2) equal payments: one payment on issue date 11/05/20 and the second on issue date 12/04/20.

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

Pay Period		Issue Date
Fall 2020		
08/01/20 - 08/31/20		09/04/20
09/01/20 - 09/30/20		10/05/20
10/01/20 - 10/31/20		11/05/20
11/01/20 - 11/30/20		12/04/20
12/01/20 - 12/31/20		01/05/21

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.