



Office of Human Resources & Employee Relations

DATE: January 2, 2020

TO: ALL ADJUNCT/OVERLOAD INSTRUCTORS

FROM: Debby Hackenberg, Director of Payroll (Ext. 6825)
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SUBJECT: **IMPORTANT NOTICE: SCHEDULE OF PAYROLL ISSUE DATES FOR ALL ADJUNCT AND OVERLOAD INSTRUCTORS – Intersession 2020**

Intersession Schedule 2020

ADJUNCT/OVERLOAD INSTRUCTIONAL

Pay Period		Issue Date
01/01/20 - 01/31/20		02/05/20
02/01/20 - 02/29/20		03/05/20

Instructional classes will be paid as follows:

1. **FULL TERM CLASSES:** From 01/02/2020 - 02/01/2020. 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 01/02/2020 - 01/24/2020 (one pay period) - you will receive 1 payment. The payment will be on 02/05/2020

ADJUNCT NON-INSTRUCTIONAL

LIBRARY, LEARNING CENTER, COUNSELING AND OTHER PROGRAMS

Pay Period		Issue Date
01/01/20 - 01/31/20		02/05/20
02/01/20 - 02/29/20		03/05/20

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.