



Office of Human Resources & Employee Relations

DATE: January 13, 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 Spring 2020**

I. ADJUNCT/OVERLOAD INSTRUCTIONAL CERTIFICATED EMPLOYEES

Pay Period		Issue Date
Spring 2020		
02/01/20 - 02/29/20		03/05/20
03/01/20 - 03/31/20		04/03/20
04/01/20 - 04/30/20		05/05/20
05/01/20 - 05/31/20		06/05/20

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

1. FULL TERM CLASSES:

a. **Spring 2020**– From 02/03/20 - 05/29/20. 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 02/03/20 - 02/21/20 (one pay period) - you will receive one (1) payment with an issue date of 03/05/20
- b. **Example 2:** If you teach a class from 02/03/20 - 03/11/20 (two pay periods) - your payments will be divided into two (2) equal payments: one payment on issue date 03/05/20 and the second on issue date 04/03/20.

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

Pay Period		Issue Date
Spring 2020		
02/01/20 - 02/29/20		03/05/20
03/01/20 - 03/31/20		04/03/20
04/01/20 - 04/30/20		05/05/20
05/01/20 - 05/31/20		06/05/20

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.