



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 – Summer 2020**

ADJUNCT/OVERLOAD INSTRUCTIONAL

Pay Period		Issue Date
06/01/20 - 06/30/20		07/02/20
07/01/20 - 07/31/20		08/05/20
08/01/20 - 08/31/20		09/04/20

Instructional classes will be paid as follows:

1. **FULL TERM CLASSES:** From 06/08/20 - 08/01/20. Instructors will receive three (3) 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 06/08/20 - 07/09/20 (two pay periods) - you will receive 2 payments. The first payment on 07/02/20 and the second on 08/05/20
 - b. Example 2: If you teach a class from 06/08/20 - 06/26/20 (one pay period) - you will receive one payment on 07/02/20

**ADJUNCT NON-INSTRUCTIONAL
LIBRARY, LEARNING CENTER, COUNSELING AND OTHER PROGRAMS**

Pay Period		Issue Date
06/01/20 - 06/30/20		07/02/20
07/01/20 - 07/31/20		08/05/20
08/01/20 - 08/31/20		09/04/20

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.