



Office of Human Resources & Employee Relations

DATE: August 1, 2021

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 2021**

I. ADJUNCT/OVERLOAD INSTRUCTIONAL CERTIFICATED EMPLOYEES

Pay Period		Issue Date
08/01/21- 08/31/21		09/03/21
09/01/21- 09/30/21		10/05/21
10/01/21 - 10/31/21		11/05/21
11/01/21 - 11/30/21		12/03/21
12/01/21 - 12/31/21		01/05/22

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

1. FULL TERM CLASSES:

a. **Fall 2021** – From 08/16/21 - 12/04/21. 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 09/01/21 - 09/29/21 (one pay period) - you will receive one (1) payment with an issue date of 10/05/21

b. **Example 2:** If you teach a class from 10/04/21 - 11/29/21 (two pay periods) - your payments will be divided into two (2) equal payments: one payment on issue date 11/05/21 and the second on issue date 12/03/21.

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

Pay Period		Issue Date
08/01/21 - 08/31/21		09/03/21
09/01/21 - 09/30/21		10/05/21
10/01/21 - 10/31/21		11/05/21
11/01/21 - 11/30/21		12/03/21
12/01/21 - 12/31/21		01/05/22

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.