



**Office of Human Resources & Employee Relations**

DATE: April 21, 2021

TO: ALL ADJUNCT 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 2021**

**I. ADJUNCT/OVERLOAD INSTRUCTIONAL CERTIFICATED EMPLOYEES**

Pay Period		Issue Date
05/01/21 – 05/31/21		06/04/21
06/01/21 – 06/30/21		07/02/21
07/01/21 – 07/31/21		08/05/21
08/01/21 – 08/31/21		09/03/21

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

**1. FULL TERM CLASSES:**

a. **Summer 2021** – From 05/17/21 – 08/07/21. 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 05/17/21 – 06/30/21 (two pay periods) - you will receive two (2) payments: one payment with an issue date of 06/04/21 and the second on issue date 07/02/21

b. **Example 2:** If you teach a class from 06/08/21 – 08/04/21 (three pay periods) - your payments will be divided into three (3) equal payments: one payment on issue date 07/02/21, the second on issue date 08/05/21 and the third on issue date 09/03/21

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

Pay Period		Issue Date
05/01/21 – 05/31/21		06/04/21
06/01/21 – 06/30/21		07/02/21
07/01/21 – 07/31/21		08/05/21
08/01/21 – 08/31/21		09/03/21

**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.**