



Office of Human Resources & Employee Relations

DATE: August 17, 2022
TO: ALL ADJUNCT/OVERLOAD INSTRUCTORS
FROM: Debby Hackenberg, Director of Payroll (ext. 6825)
SUBJECT: **Schedule of Payroll Issue Dates for all Adjunct and Overload Instructors FALL 2022**

I. Adjunct/Overload Instructional Certificated Employees

Pay Period		Issue Date
08/01/22- 08/31/22		09/02/22
09/01/22- 09/30/22		10/05/22
10/01/22 - 10/31/22		11/04/22
11/01/22 - 11/30/22		12/05/22
12/01/22 - 12/31/22		01/05/23

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

1. FULL TERM CLASSES:
 - a. Fall 2021 – From 08/15/22 - 12/03/22. Instructors will be paid in five (5) equal payments.
2. SHORT-TERM CLASSES: Payments are made according to the number of pay periods worked.
 - a. Example 1: If you teach a class 09/01/22 - 09/30/22 (one pay period) - you will receive one (1) payment with an issue date of 10/05/22
 - b. Example 2: If you teach a class from 10/04/22 - 11/29/22 (two pay periods) - your payments will be divided into two (2) equal payments: one payment on issue date 11/04/22 and the second on issue date 12/05/22.

II. Non-Instructional Certificated Employees (Library, Learning Center, Counseling & other programs).

Pay Period		Issue Date
08/01/22- 08/31/22		09/02/22
09/01/22- 09/30/22		10/05/22
10/01/22 - 10/31/22		11/04/22
11/01/22 - 11/30/22		12/05/22
12/01/22 - 12/31/22		01/05/23

Non-instructional certificated employees will receive payment for the number of hours worked within a given pay period and which are reported and approved on the electronic web time systems or the Non-Instructional Time Sheets.