



Office of Human Resources & Employee Relations

DATE: January 3, 2022

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 2022**

I. ADJUNCT/OVERLOAD INSTRUCTIONAL CERTIFICATED EMPLOYEES

Pay Period		Issue Date
01/01/22 – 01/31/22		02/04/22
02/01/22 – 02/28/22		03/04/22
03/01/22 – 03/31/22		04/05/22
04/01/22 – 04/30/22		05/05/22
05/01/22 – 05/31/22		06/03/22

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

1. FULL TERM CLASSES:

a. **Spring 2022**– From 01/10/22 – 05/07/22. 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 01/10/22 – 01/26/22 (one pay period) - you will receive one (1) payment with an issue date of 02/04/22

b. **Example 2:** If you teach a class from 02/01/22 – 03/31/22 (two pay periods) - your payments will be divided into two (2) equal payments: one payment on issue date 03/04/22 and the second on issue date 04/05/22.

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

Pay Period		Issue Date
01/01/22 – 01/31/22		02/04/22
02/01/22 – 02/28/22		03/04/22
03/01/22 – 03/31/22		04/05/22
04/01/22 – 04/30/22		05/05/22
05/01/22 – 05/31/22		06/03/22

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.