



**Office of Human Resources & Employee Relations**

DATE: April 19, 2022

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 2022**

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

| Pay Period          |  | Issue Date |
|---------------------|--|------------|
| 05/01/22 – 05/31/22 |  | 06/03/22   |
| 06/01/22 – 06/30/22 |  | 07/05/22   |
| 07/01/22 – 07/31/22 |  | 08/05/22   |
| 08/01/22 – 08/31/22 |  | 09/02/22   |

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

**1. FULL TERM CLASSES:**

a. **Summer 2022** – From 05/16/22 – 08/06/22. 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 05/16/22 – 06/29/22 (two pay periods) - you will receive two (2) payments: one payment with an issue date of 06/03/22 and the second on issue date 07/05/22

b. **Example 2:** If you teach a class from 06/07/22 – 08/04/22 (three pay periods) - your payments will be divided into three (3) equal payments: one payment on issue date 07/05/22, the second on issue date 08/05/22 and the third on issue date 09/02/22

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

| Pay Period          |  | Issue Date |
|---------------------|--|------------|
| 05/01/22 – 05/31/22 |  | 06/03/22   |
| 06/01/22 – 06/30/22 |  | 07/05/22   |
| 07/01/22 – 07/31/22 |  | 08/05/22   |
| 08/01/22 – 08/31/22 |  | 09/02/22   |

**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.**