

**INTEROFFICE MEMORANDUM**

**FROM:** Payroll Office  
**TO:** Academic Administrators and Administrative Assistants  
**SUBJECT:** Spring 2018 Adjunct Payroll Calendar  
**DATE:** November 20, 2017

To pay adjunct employees on the first pay period of the semester, contracts must be turned into Payroll by the **CONTRACT DUE DATE**. The College Contract Database is used to create and change Adjunct Teaching Agreements. Adjunct Teaching Agreements are only prepared for Adjunct Instructors and Staff. The traditional paper Faculty Term Overload Agreements and Load-sheets need to be prepared for all Full-time Faculty teaching over 15 contact hours.

**Contracts received in Payroll after the CONTRACT DUE DATE** will be distributed over the subsequent payrolls for that session. Please pass this information on to all adjunct instructors or refer them to our website: [i.slcc.edu/payroll](http://i.slcc.edu/payroll) where we will post this memo.

Session Dates	Session Number	Contract Due Date	Payroll Check Distribution Dates:							
			1/22/18 SM2	2/07/18 SM3	2/22/18 SM4	3/7/18 SM5	3/22/18 SM6	4/6/18 SM7	4/20/18 SM8	5/7/18 SM9
1/8 - 5/4	Full	<b>Jan 02</b>	X	X	X	X	X	X	X	X
1/8 - 3/3	1 <sup>st</sup> Half	<b>Jan 02</b>	X	X	X	X				
3/5 - 5/4	2 <sup>nd</sup> Half	<b>Mar 02</b>					X	X	X	X

Please turn in a separate adjunct teaching agreement *for each session taught*, indicate the session number, and **use the correct index and account numbers**. The account numbers are listed below.

<u>Account#</u>	<u>Short Description</u>	<u>Long Description</u>
61110	Instructor	Adjunct Faculty & Substitutes (teaching agreements) Workshop Presenters for Students
61120	Salaried Hourly Faculty	Faculty Teaching Overload Workshop Presenters for Students by F/T Faculty

**\*Please make sure the “S” number of the Associate Dean/Supervisor is included on all teaching agreements.\***

**Send adjunct teaching agreements to the Payroll Office. For all new employees and those inactive for more than a year, send the agreements to Human Resources with all the required new hire paperwork.**

**\*\*Faxed copies of teaching agreements will not be accepted. They do not scan well, create extra tracking, confusion and may result in duplication.\*\***

If you have any questions, please contact the Payroll office at ext. 4625, 4589, 4221, or 4051.