

INTEROFFICE MEMORANDUM

FROM: Payroll Office
TO: Academic Administrators and Administrative Assistants
SUBJECT: Summer 2017 Adjunct Payroll Calendar
DATE: April 21, 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. Human Resources will send out Faculty Term Overload Agreements and Load-sheets for the summer semester. These agreements go to HR **NOT Payroll (summer only)**.

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 where this memo is posted.

Session Dates	Session Number	# of Weeks	Contract Due Date	Payroll Check Distribution Dates				
				06/22/17 SM12	07/07/17 SM13	7/21/17 SM14	8/07/17 SM15	08/22/17 SM16
5/15-8/5	Full	12	5/25	X	X	X	X	X
5/15-6/10	1 st Half	4	5/25	X				
6/12-8/5	2 nd Half	8	6/15		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 number**. The account numbers are listed below:

<u>Account Number</u>	<u>Description</u>	<u>Account #</u>
	Summer Adjunct/Hourly Teaching	61140
	Summer Faculty/Staff Overload Teaching	61150
	Summer FT Faculty Contract	60260

All payroll expenses distributed on 6/22 and 7/7 will remain expensed against your FY17 budgets.

Please make sure the “S” number of the Division Chair/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.