

**FROM:** Payroll Office  
**TO:** Academic Administrators and Administrative Assistants  
**SUBJECT:** Summer 2018 Adjunct Payroll Calendar  
**DATE:** April 16, 2018

To pay adjunct employees in a timely manner, Summer contracts must be turned into Payroll by the **CONTRACT DUE DATES** listed below. 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 DATES** 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 this memo is posted.

Session Dates	Session Number	# of Weeks	Contract Due Date	Payroll Check Distribution Dates				
				06/22/18 SM12	07/06/18 SM13	7/20/18 SM14	8/07/18 SM15	08/22/18 SM16
5/14-8/4	Full	12	<b>5/25</b>	X	X	X	X	X
5/14-6/9	1 <sup>st</sup> Half	4	<b>5/25</b>	X				
6/11-8/4	2 <sup>nd</sup> Half	8	<b>6/15</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 number**. The account numbers are listed below:

<u>Account Number</u>	<u>Description</u>	<u>Account #</u>
	Summer Adjunct/Hourly Teaching	61145
	Summer Faculty/Staff Overload Teaching	61155
	Summer FT Faculty Contract	60265

**All payroll expenses distributed on 6/22 and 7/6 will remain expensed against your FY18 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.