

Spring 2021 Adjunct Payroll Calendar

November 12, 2020

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: www.i.slcc.edu/payroll where we will post this information.

Session Dates	Session	Contract Due Date	Payroll Check Distribution Dates:								
			1/22/21 SM2	2/5/21 SM3	2/22/21 SM4	3/5/21 SM5	3/22/21 SM6	4/7/21 SM7	4/22/21 SM8	5/7/21 SM9	
1/11 - 5/6	Full Term	Jan 4	X	X	X	X	X	X	X	X	
1/11 - 3/6	1 st Half – 8 Week	Jan 4	X	X	X	X					
2/1 - 5/6	12 Week Term	Jan 25			X	X	X	X	X	X	
3/15 - 5/6	2 nd Half – 8 Week	Mar 1					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#</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.

If you have any questions, please contact the Payroll Office.