

## Fall 2022 Adjunct Payroll Calendar

August 4, 2022

To ensure that adjunct employees are paid in a timely manner, contracts must be submitted to Payroll by the **CONTRACT DUE DATE** listed below.

- The Adjunct Contract Database is used to create and/or change Adjunct Teaching Agreements. Adjunct Teaching Agreements are only prepared for Adjunct Instructors and Full-time Staff.
- Full-time Faculty Overload Agreements and load-sheets will be submitted via Etrieve and will follow the same schedule outlined below. Overload Agreements should 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](http://www.i.slcc.edu/payroll) where we will post this memo.

Session Dates	Session No.	Contract Due Date	Payroll Check Distribution Dates:							
			9/07/22 SM17	9/22/22 SM18	10/07/22 SM19	10/21/22 SM20	11/07/22 SM21	11/22/22 SM22	12/07/22 SM23	12/22/22 SM24
8/23 - 12/15	Full Term	<b>Aug 12</b>	X	X	X	X	X	X	X	X
8/23 - 10/15	1 <sup>st</sup> Half – 8 Week	<b>Aug 12</b>	X	X	X	X				
9/14 - 12/15	12 Week Term	<b>Sep 16</b>			X	X	X	X	X	X
10/17 - 12/15	2 <sup>nd</sup> Half – 8 Week	<b>Oct 14</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#</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/Department 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.**

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