

Fall 2023 Adjunct Payroll Calendar

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 where we will post this memo.

Session Dates	Session No.	Contract Due Date	Payroll Check Distribution Dates:							
			9/07/23 SM17	9/22/23 SM18	10/06/23 SM19	10/20/23 SM20	11/07/23 SM21	11/22/23 SM22	12/07/23 SM23	12/22/23 SM24
8/22 - 12/14	Full Term	Aug 14	X	X	X	X	X	X	X	X
8/22 - 10/14	1 st Half – 8 Week	Aug 14	X	X	X	X				
9/13 - 12/14	12 Week Term	Sep 15			X	X	X	X	X	X
10/16 - 12/14	2 nd Half – 8 Week	Oct 13					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.