

## Spring 2022 Adjunct Payroll Distribution Calendar

November 23, 2021

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. Human Resources will be sending instructions out soon on how to process these agreements in Etrieve.

**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 the Payroll website: [www.i.slcc.edu/payroll](http://www.i.slcc.edu/payroll) where this information will be posted.

Session Dates	Session	Contract Due Date	Payroll Check Distribution Dates:								
			1/21/22 SM2	2/7/22 SM3	2/22/22 SM4	3/7/22 SM5	3/22/22 SM6	4/7/22 SM7	4/22/22 SM8	5/6/22 SM9	
1/10 - 5/5	Full Term	<b>Jan 3</b>	X	X	X	X	X	X	X	X	
1/10 - 3/5	1 <sup>st</sup> Half – 8 Week	<b>Jan 3</b>	X	X	X	X					
1/31 - 5/5	12 Week Term	<b>Jan 24</b>			X	X	X	X	X	X	
3/14 - 5/5	2 <sup>nd</sup> Half – 8 Week	<b>Feb 28</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/Supervisor/Department Chair 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.