

## Spring 2024 Adjunct Payroll Distribution 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. *As a reminder, once a contract is created in the Adjunct Contract Database, the contracts and/or change forms also need to be sent to [payroll@slcc.edu](mailto:payroll@slcc.edu) by each department for processing and payment.*
- 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 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: |               |                |               |                |               |                |               |
|---------------|-------------------------------|-------------------|-----------------------------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|
|               |                               |                   | 1/22/24<br>SM2                    | 2/7/24<br>SM3 | 2/22/24<br>SM4 | 3/7/24<br>SM5 | 3/22/24<br>SM6 | 4/5/24<br>SM7 | 4/22/24<br>SM8 | 5/7/24<br>SM9 |
| 1/8 - 5/2     | Full Term                     | <b>Jan 3</b>      | X                                 | X             | X              | X             | X              | X             | X              | X             |
| 1/8 - 3/2     | 1 <sup>st</sup> Half – 8 Week | <b>Jan 3</b>      | X                                 | X             | X              | X             |                |               |                |               |
| 1/29 - 5/2    | 12 Week Term                  | <b>Jan 22</b>     |                                   |               | X              | X             | X              | X             | X              | X             |
| 3/11 - 5/2    | 2 <sup>nd</sup> Half – 8 Week | <b>Feb 26</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)<br>Workshop Presenters for Students |
| 61120           | Salaried Hourly Faculty  | Faculty Teaching Overload<br>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 and change forms to the Payroll Office.

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