

## Summer 2021 Adjunct Payroll Calendar

April 20, 2021

To pay adjunct employees in a timely manner, Summer contracts must be turned into Payroll by the **CONTRACT DUE DATES** listed below. The Adjunct Teaching Database is used to create and change Adjunct Teaching Agreements. Adjunct Teaching Agreements are only prepared for Adjunct Instructors and Staff. Human Resources will send out Faculty Term Overload Agreements and Load-sheets for the summer semester. *These agreements go to HR NOT Payroll (for summer only).*

**Contracts received in Payroll after the CONTRACT DUE DATES** 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: [i.slcc.edu/payroll](http://i.slcc.edu/payroll) where this memo is posted.

Session Dates	Session Number	# of Weeks	Contract Due Date	Payroll Check Distribution Dates				
				06/22/21 SM12	07/07/21 SM13	7/22/21 SM14	8/06/21 SM15	08/20/21 SM16
5/17-8/7	Full	12	<b>5/28</b>	X	X	X	X	X
5/17-6/12	1 <sup>st</sup> Half	4	<b>5/28</b>	X				
6/14-8/7	2 <sup>nd</sup> Half	8	<b>6/21</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 for Summer 2021 are listed below:

<u>Account Number</u>	<u>Description</u>	<u>Account #</u>
	Summer Adjunct/Hourly Teaching	61140
	Summer Faculty/Staff Overload Teaching	61150
	Summer FT Faculty Contract	60260

**All payroll expenses distributed on 6/22 and 7/7 will be expensed against FY21 budgets.**

**\*Please make sure the “S” number of the Associate Dean/Supervisor is included on all teaching agreements.\***

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