

Summer 2022 Adjunct Payroll Calendar

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.

Summer Term Agreements for Full Time Faculty should be entered and submitted in Etrieve along with the corresponding load sheet. Please follow the instructions and training materials found on that form.

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 where this memo is posted.

Session Dates	Session Number	# of Weeks	Contract Due Date	Payroll Check Distribution Dates				
				06/22/22 SM12	07/07/22 SM13	7/22/22 SM14	8/05/22 SM15	08/22/22 SM16
5/16 - 8/6	Full	12	5/27	X	X	X	X	X
5/16 - 6/11	1 st Half	4	5/27	X				
6/13 - 8/6	2 nd Half	8	6/17		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 2022 are listed below:

<u>Account Number Description</u>	<u>Account #</u>
Summer Adjunct/Hourly Teaching	61145
Summer Faculty/Staff Overload Teaching	61155
Summer FT Faculty Contract	60265

All payroll expenses distributed on 6/22 and 7/7 will be expensed against FY22 budgets.

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

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