

## Summer 2023 Adjunct Payroll Calendar

To ensure that adjunct employees are paid in a timely manner, Summer contracts must be submitted to 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 Full-time Staff.
- *Summer Term Agreements and load-sheets for Full Time Faculty* should be entered and submitted in Etrieve. 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](http://i.slcc.edu/payroll) where this memo is posted.

Session Dates	Session Number	# of Weeks	Contract Due Date	Payroll Check Distribution Dates				
				06/22/23 SM12	07/07/23 SM13	7/21/23 SM14	8/07/23 SM15	08/22/23 SM16
5/15 - 8/5	Full	12	<b>5/25</b>	X	X	X	X	X
5/15 - 6/10	1 <sup>st</sup> Half	4	<b>5/25</b>	X				
6/12 - 8/5	2 <sup>nd</sup> Half	8	<b>6/15</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 2023 are listed below:

<u>Account Number 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 FY23 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.