

Summer 2024 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 where this memo is posted.

Session Dates	Session Number	# of Weeks	Contract Due Date	Payroll Check Distribution Dates				
				06/21/24 SM12	07/05/24 SM13	7/22/24 SM14	8/07/24 SM15	08/22/24 SM16
5/13 - 8/3	Full	12	5/23	X	X	X	X	X
5/13 - 6/8	1 st Half	4	5/23	X				
6/10 - 8/3	2 nd Half	8	6/13		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 2024 are listed below:

<u>Account Number</u>	<u>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 6/21 and 7/5 will be expensed against FY24 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.