



Office of Human Resources & Employee Relations

DATE: May 19, 2023

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

FROM: Debby Hackenberg, Director of Payroll (Ext. 6825)

SUBJECT: **Schedule of Payroll Issue Dates for Fall 2023**

FALL 2023 PAYROLL ISSUE DATES

Pay Period	Issue Date
08/01/23 - 08/31/23	09/05/23
09/01/23 - 09/30/23	10/05/23
10/01/23 - 10/31/23	11/03/23
11/01/23 - 11/30/23	12/05/23
12/01/23 - 12/31/23	01/05/24

Adjunct/Overload Instructors:

Full Term Classes: Taught Fall 2023 from 08/14/23 to 12/02/23

- Instructors will be paid in five (5) equal payments.

Short Term Classes: payment(s) are made according to number of pay period(s) worked.

- Example 1: Classes taught 09/01/23 – 09/29/23 (one pay period):
You will receive one (1) payment with an issue date of 10/05/23.
- Example 2: Classes taught 10/03/23 – 11/30/23 (two pay periods):
You will receive two (2) equal payments: one payment on issue date 11/03/23, the second on issue date 12/05/23.

Non-Instructional Certificated Employees:

(Library, Learning Center, Counseling and Other Programs)

Paid for the number of hours worked within a given pay period as reported to Payroll on the Non-Instructional Web Time Sheets.