



DATE: January 9, 2023

TO: All Adjunct & Overload Certificated Employees

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

SUBJECT: **Schedule of Payroll Issue dates for AVC Adjunct & Overload for Spring Semester 2023**

**Instructional Certificated Employees Payroll Issue Dates**

Pay Period	Issue Date
01/01/23 – 01/31/23	02/03/23
02/01/23 – 02/28/23	03/03/23
03/01/23 – 03/31/23	04/05/23
04/01/23 – 04/30/23	05/05/23
05/01/23 – 05/31/23	06/05/23

**Adjunct/Overload instructor pay schedule**

**Full Term Classes:** Taught January-May: Instructors will be paid in five (5) equal payments. See above table.

**Short Term Classes:** Payments made according to number of pay periods teaching course.

- Example 1: If you teach a class 01/10/23 – 01/26/23 (one pay period).  
You will receive one (1) payment with an issue date of 02/03/23.
- Example 2: If you teach a class from 02/14/23 – 05/02/23 (over four pay periods), divided equally.  
Payment #1 on issue date 03/03/23, payment #2 on issue date 04/05/23, and payment #3 on issue date 05/05/23,  
payment #4 on issue date 06/05/23.

**Non-Instructional Certificate Employees  
(Library, Learning Center, Counseling)**

Pay Period	Issue Date
01/01/23 – 01/31/23	02/03/23
02/01/23 – 02/28/23	03/03/23
03/01/23 – 03/31/23	04/05/23
04/01/23 – 04/30/23	05/05/23
05/01/23 – 05/31/23	06/05/23

**Non-instructional certificated employees:** Payments made according to the number of hours worked within a given pay period, and which are reported to Payroll on the Non-Instructional Time Sheets.