



Office of Human Resources & Employee Relations

DATE: May 5, 2023

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

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

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

SUMMER 2023 PAYROLL ISSUE DATES

Pay Period	Issue Date
05/01/23 – 05/31/23	06/05/23
06/01/23 – 06/30/23	07/05/23
07/01/23 – 07/31/23	08/04/23
08/01/23 – 08/31/23	09/05/23

Adjunct/Overload Instructors:

Full Term Classes: Taught Summer 2023 from 05/15/2023 – 08/05/2023

- Instructors will be paid in four (4) equal payments.

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

- Example 1: Classes taught 05/15/23 – 06/30/23 (two pay periods):
You will receive two equal (2) payments: one payment with an issue date of 06/05/23 and the second on issue date 07/05/23.
- Example 2: Classes taught 06/05/23 – 08/04/23 (three pay periods):
You will receive three equal (3) payments: one payment on issue date 07/05/23, the second on issue date 08/04/23 and the third on issue date 09/05/23.

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.