



DATE: June 18, 2024

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

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

SUBJECT: **Schedule of Payroll Issue Dates for Intersession 2025**

INTERSESSION 2025 PAYROLL ISSUE DATES

Pay Period	Issue Date
01/02/25 – 01/31/25	02/05/25
02/01/25 – 02/28/25	03/05/25

Adjunct/Overload Instructors:

Full Term Classes: Taught Intersession 2025 from 01/02/25 to 02/01/25

- Instructors will be paid in two (2) equal payments.

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

- **Example:** Classes taught 01/02/25 – 01/16/25 (one pay period):
You will receive one (1) payment with an issue date of 02/05/25

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.

Questions?

Adjunct & Overload Payroll Specialists:

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