



DATE: October 30, 2024

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

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

SUBJECT: **Schedule of Payroll Issue Dates for Fall 2024**

FALL 2024 PAYROLL ISSUE DATES

Pay Period	Issue Date
08/01/24 – 08/31/24	09/05/24
09/01/24 – 09/30/24	10/04/24
10/01/24 – 10/31/24	11/05/24
11/01/24 – 11/31/24	12/05/24
12/01/24 – 12/31/24	01/03/25

Adjunct/Overload Instructors:

Full Term Classes: Taught Fall 2024 from 08/19/24 to 12/07/24

- 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 09/03/24 – 09/30/24 (one pay period):
You will receive one (1) payment with an issue date of 10/05/24.
- **Example 2:** Classes taught 10/03/24 – 11/30/24 (two pay periods):
You will receive two (2) equal payments: one payment on issue date 11/05/24, the second on issue date 12/05/24.

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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