



Office of Human Resources & Employee Relations

DATE: June 18, 2025

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

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

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

SPRING 2025 PAYROLL ISSUE DATES

Pay Period	Issue Date
02/01/25- 02/28/25	03/05/25
03/01/25 - 03/31/25	04/05/25
04/01/25 - 04/30/25	05/03/25
05/01/25 - 05/31/25	06/05/25

Adjunct/Overload Instructors:

Full Term Classes: Taught Spring 2025 from 02/03/25 to 05/31/25

- 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 02/01/25 – 02/28/25 (one pay period):
You will receive one (1) payment with an issue date of 03/05/25.
- **Example 2:** Classes taught 03/12/25 – 04/26/25 (two pay periods):
You will receive two (2) equal payments: one payment on issue date 04/05/25, the second on issue date 05/03/25.

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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