



Office of Human Resources & Employee Relations

DATE: March 5, 2025

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

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

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

SUMMER 2025 PAYROLL ISSUE DATES

Pay Period	Issue Date
06/01/25- 06/30/25	07/03/25
07/01/25 - 07/31/25	08/05/25
08/01/25 - 08/31/25	09/05/25

Adjunct/Overload Instructors:

Full Term Classes: Taught Summer 2025 from 06/09/25 to 08/02/25

- Instructors will be paid in three (3) equal payments.

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

- **Example 1:** Classes taught 06/09/25 – 06/27/25 (one pay period):
You will receive one (1) payment with an issue date of 07/03/25.
- **Example 2:** Classes taught 07/08/25 – 08/02/25 (two pay periods):
You will receive two (2) equal payments: one payment on issue date 08/05/25, the second on issue date 09/05/25.

Non-Instructional Certificated Employees:

Library, Learning Center, Counseling Only (*excludes Coaching positions*)

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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