

## IMPORTANT DATES FOR ADJUNCT AND OVERLOAD PAY SUMMER AND FALL 2019

Following is the timeline for part-time and overload pay dates. Notices of Hourly Employment and Schedule Information Sheets received in the Instruction Office by the due date will be included in the pay date indicated. Documents should be submitted to the Dean's office a few days in advance of the due date to allow time for the processing. Notices of Hourly Employment and Schedule Information Sheets received after the due date will be included in the following month's check.

<b>S u m m e r   2 0 1 9</b>			
SIS due in Instruction Office	Create Paysheets (by AM)	Pay Date	Job Code for Summer Hourly Pay
7/02/19	7/10/19	7/19/19	200AJS
7/30/19	8/06/19	8/16/19	

**\*\*Mail Fall 2019 Hourly Assignment Notices on or about 7/22/19**

<b>F a l l   2 0 1 9</b>			
SIS due in Instruction Office	Create Paysheets (by AM)	Pay Date	Job Code for Fall Hourly Pay
8/27/19	9/04/19	9/20/19	200ADJ
9/26/19	10/04/19	10/18/19	
10/28/19	11/04/19	11/20/19	
11/22/19	12/03/19	12/18/19	

**\*\*Mail Spring 2020 Hourly Assignment Notices on or about 12/02/19**

**\*\*Payroll changes/Sub assignments submitted between 12/03/19 to 1/02/20 deadline are paid January 17, 2020.**

Any **Fall 2019** payroll changes/Sub's submitted after 1/02/20 will require a "**special request payroll form**" signed by your Department Chair and Dean.

†† Since Hourly Assignment Notices are printed and mailed before the beginning of each semester, payroll data must be accurate at the time of mailing.