

## IMPORTANT DATES FOR ADJUNCT AND OVERLOAD PAY SUMMER AND FALL 2009

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 0 9</b>				
SIS due in Instruction Office	Instruction Office Input (by PM)	Create Paysheets (by AM)	Pay Date	Job Code for Summer Hourly Pay
7/02/09	7/07/09	7/08/09	7/20/09	100001
8/05/09	8/07/09	8/10/09	8/20/09	

\* Instructional **intersession** assignments taught in summer 2009 are paid on July 20, 2009.

\*\*Mail Fall 2009 Hourly Assignment Notices on or about 7/27/09

<b>F a l l 2 0 0 9</b>				
SIS due in Instruction Office	Instruction Office Input (by PM)	Create Paysheets (by AM)	Pay Date	Job Code for Fall Hourly Pay
9/02/09	9/04/09	9/08/09	9/18/09	100000
10/05/09	10/07/09	10/08/09	10/20/09	
11/03/09	11/05/09	11/06/09	11/20/09	
12/02/09	12/04/09	12/07/09	12/18/09	

\* Instructional **intersession** assignments taught in the fall 2009 semester are paid on January 20, 2010

\*\* Mail Spring 2010 Hourly Assignment Notices on or about 12/07/09

\*\* Sub assignments submitted after the 12/04/09 deadline are paid January 20, 2010.

† Only one primary instructor is allowed per class.

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