

Memo

To: **All Adjunct Faculty**

From: **HR/PAYROLL DEPARTMENT**

Date November 13, 2017

Re: **Spring 2018 Pay Schedule**

Commencing with the Spring 2018 Semester and adhering to the “Guidelines for Processing Adjunct Payrolls” Adjuncts shall be paid on eight (8) pay dates.

Each paycheck will be computed at 1/8th of total hours for each course submitted by the department.

<u>Pay Dates</u>	<u>Work Period</u>	<u>Paid</u>
02/09/18	01/27 – 02/03/18	1/8 th
02/23/18	02/04 – 02/17/18	1/8 th
03/09/18	02/18 – 03/03/18	1/8 th
03/23/18	03/04 – 03/17/18	1/8 th
04/06/18	03/18 – 03/31/18	1/8 th
04/20/18	04/01 – 04/14/18	1/8 th
05/04/18	04/15 – 04/28/18	1/8 th
05/18/18	04/29 – 05/24/18	1/8 th

*** Spring Recess: March 30 – April 8, 2018**

**** Final Exams: May 17 – May 24, 2018**