

Memo

To: **All Adjunct Faculty**

From: **PAYROLL DEPARTMENT**

Date May 5, 2017

Re: **Fall 2017 Pay Schedule**

Commencing with the Fall 2017 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>
09/08/17	08/25 – 09/02/17	1/8 th
09/22/17	09/03 – 09/16/17	1/8 th
10/06/17	09/17 – 09/30/17	1/8 th
10/20/17	10/01 – 10/14/17	1/8 th
11/03/17	10/15 – 10/28/17	1/8 th
11/17/17	10/29 – 11/11/17	1/8 th
12/01/17	11/12 – 11/25/17*	1/8 th
12/15/17	11/26 – 12/20/17	1/8 th

***Thanksgiving Recess: November 23 – November 26, 2017**