



2013-2014

**Pay Schedule
Part-time Adjunct and
Supplemental**

Fall Semester 2013

September 13, 2013*
September 30, 2013
October 15, 2013
October 30, 2013
November 15, 2013
November 29, 2013
December 13, 2013

Spring Semester 2014

January 30, 2014*
February 14, 2014
February 28, 2014
March 14, 2014
March 28, 2014
April 15, 2014
April 30, 2014
May 15, 2014

* First payroll may be delayed in some situations due to lack of necessary information for payroll processing. Please see reverse side for additional information.

Occasionally payroll processing is delayed because complete information is not available by the deadline.

In such cases, the total salary amount is simply divided among the payrolls remaining beginning with the first payroll for which complete information is available.

Payroll may be delayed in the following situations:

- Human Resources does not have completed employment documents. Such documents include signed letters of appointment, I-9 form, W-4 form and direct deposit authorization.
- Course enrollments are not confirmed by Center for Continuing Education. This sometimes occurs with Dixon University Center courses because their enrollment period differs from the College's enrollment period.
- Course enrollments for Fine and Performing Arts Courses are not confirmed and courses may be offered as private lessons.

Feel free to call Human Resources, Extension 1183, if you have questions about your payroll.