

## Pay Schedule for Part-time/Overload Faculty Summer 2017

**EXAMPLES OF PAYMENT SCHEDULES:**

<u>Schedule for months worked</u>	<u>Paychecks</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>
Short Session (June to August)	3	✓	✓	✓
Short Session (July to August)	2		✓	✓
Short Session (June to July)	2	✓	✓	

**DEFINITIONS:**

Paychecks: Number of paychecks issued.

June-August: Months to receive paychecks.

<b>PAY DATES:</b>	Month Worked	Paid
	June	June 29, 2017 (Thursday)
	July	July 31, 2017 (Monday)
	August	August 31, 2016 (Thursday)

Assignment Changes: Schools must make changes in the system and notify Human Resources for amended agreements to be sent out.

New Faculty: All payroll and Human Resources documents must be submitted to Human Resources prior to the start of work.

Incomplete personnel files may result in a delay in your paycheck and/or removal from your assignment.

Rehiring Part-time Faculty: Documents as well as an "Academic Temporary Hire Form" may be required in Human Resources to update the personnel file. Contact Human Resources (619) 482-6395 for any questions regarding your personnel file.

Pay Adjustments for New Faculty: All official transcripts and verifications of employment must be received within the first 60 calendar days of employment to be considered for retroactive salary placement to the beginning of your assignment. Any documents submitted beyond the 60 days limit will be effective the first of the month following receipt by Human Resources.

Pay Adjustments for Salary Reclassifications: Next open period to apply for salary reclassification is Fall 2017 Semester. All course work to be used for reclassification must be completed prior to the beginning of the Fall 2017 semester. To be effective for the entire semester (retroactive pay if needed), you must complete the reclassification procedures and request advancement in writing (SCEA Contract 7.2.4.2) no later than September 22, 2017. Requests received after this deadline will not become effective until the Spring 2018 Semester.

Paycheck Distribution: Paychecks are available after 8:00 a.m. on each designated pay date and will be distributed to the employee's designated Department/School/Higher Education Center unless otherwise requested by employee to be mailed to employee's home or Direct Deposited. If you have Direct Deposit, pay stubs are available online at swccd.edu.