

# Fall 2025 Adjunct Payroll Information

Adjunct Faculty teaching during the full Fall 2025 semester (who have an assigned section number) will be paid in **FIVE** equal installments for August thru December.

**Payment for short term classes** will begin the month following the class start date, and payment will be split in **equal payments** relative to the number of months that the class is in session.

Schedule of payments for short term classes			
Class Starts	Class End	# of Checks	Paid the 5 <sup>th</sup> of the month
Aug	Dec	5	Sept / Oct / Nov / Dec / Jan
Aug	Oct	3	Sept / Oct / Nov
Sep	Dec	4	Oct / Nov / Dec / Jan
Sep	Nov	3	Oct / Nov / Dec
Oct	Dec	3	Nov / Dec / Jan
Nov	Dec	2	Dec / Jan

**Pay days are the 5<sup>th</sup> of the month. If the 5<sup>th</sup> is on a weekend or holiday, checks will be issued the business day immediately preceding the 5<sup>th</sup>.**

If you previously had **Direct Deposit**, but you **did not** work during the Spring or Spring and Summer 2025 Semesters, you must re-submit your account information to the Payroll Office in order to reactivate your direct deposit. *Your direct deposit will continue if you worked during the Spring 2025 Semester even if you did not work Summer 2025.*

Timesheets received on time will have payment issued on the 5<sup>th</sup> of the month following the end of the pay period. Late timesheets will be paid the month following when the **approved** timesheet is received in the Payroll Office.

➤ **Pay Check Distribution:**

Paychecks are available for pick-up in the Payroll Office after 8:30 am on payday.  
Paychecks not picked up will be mailed the next business day at 12:30 pm.

Direct Deposit – Directions to access your pay stubs can be found on the payroll website using the link below.

[https://www.canyons.edu/administration/businessservices/payroll\\_services.php](https://www.canyons.edu/administration/businessservices/payroll_services.php)

## **Who Must Submit a Timesheet?**

- Adjunct Counselors and Librarians are required to turn in a timesheet.
- Any instructor whose assignment is not tied to a section number.
- Any instructors whose assigned **class section was cancelled** after it began or less than 2 weeks before the class start date.
- All Faculty and Adjunct who substitute **MUST** turn in a time sheet for those hours.  
*Timesheet must include the name of the absent instructor and class section number.*
- Any additional Faculty who are required to submit a timesheet will be notified by the Division Dean.

Electronic timesheets need to be routed to your Dean for approval. A valid budget account number must be included on the timesheet before it is submitted to the Payroll Office.

Fillable electronic timesheets can also be found on the Payroll websites here:  
Internet: [https://www.canyons.edu/administration/businessservices/payroll\\_services.php](https://www.canyons.edu/administration/businessservices/payroll_services.php)

If a timesheet is required It is due in the Payroll Office		
No later than:		Hours Worked In:
Fri	<b>08/22/25</b>	August
Tue	<b>09/23/25</b>	September
Wed	<b>10/22/25</b>	October
Wed	<b>11/19/25</b>	November
Fri	<b>12/12/25</b>	December

Pay period and pay dates for Fall 2022 Semester	
Pay Period	Pay Date
<b>08/01/25 - 08/31/25</b>	<b>09/05/25</b>
<b>09/01/25 - 09/30/25</b>	<b>10/03/25</b>
<b>10/01/25 - 10/31/25</b>	<b>11/05/25</b>
<b>11/01/25 - 11/30/25</b>	<b>12/05/25</b>
<b>12/01/25 - 12/31/25</b>	<b>01/05/26</b>

If you have any questions regarding the Payroll Schedule, please contact me at Ext. 3018.

Thank you.

*Lisa Brual*

Payroll Coordinator