

Fall 2023 Adjunct Payroll Information

Adjunct Faculty teaching during the full Fall 2023 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 th of the month
Aug	Dec	5	Sept / Oct / Nov / Dec / Jan
Aug	Oct	3	Sept / Oct / Nov
Sep	Nov	3	Oct / Nov / Dec
Sep	Dec	4	Oct / Nov / Dec / Jan
Oct	Dec	3	Nov / Dec / Jan
Nov	Dec	2	Dec / Jan

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

If you previously had **Direct Deposit**, but you **did not** work during the Spring; or, Spring and Summer 2023 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 2023 Semester even if you did not work Summer 2023.*

Timesheets received on time will have payment issued on the 5th 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 1:00 pm.
Direct Deposit stubs are automatically mailed on payday.

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 name of 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

If a timesheet is required It is due in the Payroll Office		
No later than:		Hours Worked In:
Fri	08/25/23	August
Fri	09/22/23	September
Tue	10/24/23	October
Tue	11/21/23	November
Mon	12/11/23	December

Pay period and pay dates for Fall 2022 Semester		
Pay Period	Pay Date	
08/01/23 - 08/31/23	Tue	09/05/23
09/01/23 - 09/30/23	Thur	10/05/23
10/01/23 - 10/31/23	Fri	11/03/23
11/01/23 - 11/30/23	Tue	12/05/23
12/01/23 - 12/10/23	Fri	01/05/24

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

Thank you.

Amy Martinez
Payroll Coordinator