

Spring 2024 Adjunct Payroll Information

Adjunct Faculty teaching during the Spring 2024 semester (who have an assigned section number) will be paid in **Four** equal installments from **March thru June for sections that run the full semester.**

Schedule of payments for short term classes			
Class Starts	Class End	# of Checks	Paid the 5 th of the month
Feb	May	4	Mar / Apr / May / Jun
Feb	Mar	2	Mar / Apr / May
Mar	May	3	Apr / May / Jun
Apr	May	2	May / Jun

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

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 either the Fall 2023 Semester or Winter 2024 Intersession**, you must **resubmit** your account information to the Payroll Office in order to have your direct deposit reactivated. If you worked either during the **Fall 2023 Semester or Winter 2023 Intersession**, your Direct Deposit will automatically continue.
- Timesheets received on time will have payment issued on the 5th of the month following the end of the pay period or the pay period after **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 advices 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 less than 2 weeks prior or after it began.
 - 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 their 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			Pay period and pay dates for Spring 2024 Semester		
No later than:		For Hours Worked Thru:	Pay Period	Pay Date	
Wed	02/21/24	February	February	Tue	3/5/24
Fri	03/22/24	March	March	Fri	4/5/24
Tue	04/23/24	April	April	Fri	5/3/24
Fri	05/24/24	May	May	Wed	6/5/24

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

Thank you.

Amy Martinez
Payroll Coordinator