Pay Schedule for Part-time/Overload Faculty
FALL 2018

EXAMPLES OF PAYMENT SCHEDULES:

Schedule for months worked	Paychecks	Aug	Sept	Oct	Nov	Dec
Full Semester (August to December)	5	✓	✓	✓	✓	✓
Short Session (August to November)	4	✓	✓	✓	✓	
Short Session (August to October)	3	✓	✓	✓		
Short Session (August to September)	2	✓	✓			
Short Session (September to December)	4		✓	✓	✓	✓
Short Session (September to November)	3		✓	✓	✓	
Short Session (October to December)	3			✓	✓	✓
Short Session (November to December)	2				✓	✓

DEFINITIONS:

Paychecks: Number of equal paychecks issued.
Aug-Dec: Months to receive paychecks.

PAY DATES:

Month Worked	Paid
August	August 31, 2018 (Friday)
September	September 28, 2018 (Friday)
October	October 31, 2018 (Wednesday)
November	November 30, 2018 (Friday)
December	December 18, 2018 (Tuesday)

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 2018 Semester. All course work to be used for reclassification must be completed prior to the beginning of the Fall 2018 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, 2018. Requests received after this deadline will not become effective until the Spring 2019 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.

Office Hours (Optional): "Request for Paid Part-time Faculty Office Hours" must be submitted to the Dean's office for approval no later than the end of the first week of classes. The actual claim portion of the form must be submitted to the Dean's office after completion to process payment.

Opening Day (Mandatory): All part-time Unit Members shall attend four (4) hours of Opening Day Sessions on August 17, 2018. Payment is at the Lab Rate on the Part-time Equity Salary Schedule and payment is included in the employee's first payroll of payment of the semester.