

Payroll:

All overload contracts are paid in equal installments over the course of the teaching period commencing on the next scheduled payroll date after the contract and all of the necessary paperwork has been received in the Human Resources Department. For the Fall 2008 Semester the pay schedule is as follows:

16-Week Semester

<u>Pay Dates</u>	<u>Installments</u>	<u>Signed Contract and Paperwork in HR by:</u>
September 25, 2008	7 installments	September 10, 2008 at Noon
October 9, 2008	6 installments	September 24, 2008 at Noon
October 23, 2008	5 installments	October 8, 2008 at Noon
November 6, 2008	4 installments	October 22, 2008 at Noon
November 20, 2008	3 installments	November 5, 2008 at Noon
December 4, 2008	2 installments	November 19, 2008 at Noon
December 18, 2008	1 lump sum	November 24, 2008 <u>at 9:00 a.m.</u>

1st Accelerated Session

September 25, 2008	3 installments	September 10, 2008 at Noon
October 9, 2008	2 installments	September 24, 2008 at Noon
October 23, 2008	1 lump sum	October 8, 2008 at Noon

2nd Accelerated Session

November 6, 2008	4 installments	October 22, 2008 at Noon
November 20, 2008	3 installments	November 5, 2008 at Noon
December 4, 2008	2 installments	November 19, 2008 at Noon
December 18, 2008	1 lump sum	November 24, 2008 <u>at 9:00 a.m.</u>

Each time a pay is processed, you will receive an email, via your King's College email account, identifying the pay date and the date you will be able to access your pay advice through the Web Advisor system.

All applicable federal, state and local taxes will be withheld from your pay. Unless you claim exempt or a fixed dollar amount on your W-4, all federal withholding for overload contracts are calculated based on the IRS regulations for miscellaneous income.

Contact information:

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