

## **Payroll:**

All part-time and adjunct faculty 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 2009 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 24, 2009	7 installments	September 11, 2009 <b><u>at 9:00 a.m.</u></b>
October 8, 2009	6 installments	September 25, 2009 at Noon
October 22, 2009	5 installments	October 9, 2009 at Noon
November 5, 2009	4 installments	October 22, 2009 at Noon
November 19, 2009	3 installments	November 6, 2009 at Noon
December 3, 2009	2 installments	November 20, 2009 at Noon
December 17, 2009	1 lump sum	November 24, 2009 <b><u>at 9:00 a.m.</u></b>

### **1<sup>st</sup> Accelerated Session**

September 24, 2009	3 installments	September 11, 2009 <b><u>at 9:00 a.m.</u></b>
October 8, 2009	2 installments	September 25, 2009 at Noon
October 22, 2009	1 lump sum	October 9, 2009 at Noon

### **2<sup>nd</sup> Accelerated Session**

November 5, 2009	4 installments	October 22, 2009 at Noon
November 19, 2009	3 installments	November 6, 2009 at Noon
December 3, 2009	2 installments	November 20, 2009 at Noon
December 17, 2009	1 lump sum	November 24, 2009 <b><u>at 9:00 a.m.</u></b>

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 is calculated based on the IRS regulations for miscellaneous income.

Contact information:

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