

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 Spring 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>
February 11, 2010	8 installments	January 27, 2010 at Noon
February 25, 2010	7 installments	February 10, 2010 at Noon
March 11, 2010	6 installments	February 24, 2010 at Noon
March 25, 2010	5 installments	March 10, 2010 at Noon
April 8, 2010	4 installments	March 24, 2010 at Noon
April 22, 2010	3 installments	April 7, 2010 <u>at 9:00 a.m.</u>
May 6, 2010	2 installments	April 21, 2010 at Noon
May 20, 2010	1 lump sum	May 5, 2010 at Noon

1st Accelerated Session

February 11, 2010	3 installments	January 27, 2010 at Noon
February 25, 2010	2 installments	February 10, 2010 at Noon
March 11, 2010	1 lump sum	February 24, 2010 at Noon

2nd Accelerated Session

April 8, 2010	4 installments	March 24, 2010 at Noon
April 22, 2010	3 installments	April 7, 2010 <u>at 9:00 a.m.</u>
May 6, 2010	2 installments	April 21, 2010 at Noon
May 20, 2010	1 lump sum	May 5, 2010 at Noon

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.