TO: All Academic Divisions

FROM: Kim Ganzert, Human Resource Office/Payroll

SUBJECT: SUMMER LECTURER PAYMENT REQUEST

DATE: May 27, 2010  REVISED

The following schedule is for submitting your SUMMER 2010 Lecturer Payroll Request Packet to ensure prompt payment for services rendered during the semester.

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>DUE TO PAYROLL</th>
<th>PAY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/30/10 – 5/13/10</td>
<td>5/19/10</td>
<td>5/28/10</td>
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<tr>
<td>5/14/10 – 5/27/10</td>
<td>6/02/10</td>
<td>6/14/10</td>
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<tr>
<td>5/28/10 – 6/10/10</td>
<td>6/11/10</td>
<td>6/28/10 1st Eight Week (bi-weekly &amp; 2 pay)</td>
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<tr>
<td>6/11/10 – 6/24/10</td>
<td>6/28/10</td>
<td>7/12/10 1st Five Week (1 pay)</td>
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<td>6/25/10 – 7/08/10</td>
<td>7/13/10</td>
<td>7/26/10</td>
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<tr>
<td>7/09/10 – 7/22/10</td>
<td>7/29/10</td>
<td>8/09/10</td>
</tr>
<tr>
<td>7/23/10 – 8/05/10</td>
<td>8/09/10</td>
<td>8/23/10 2nd Five Week (1 pay)</td>
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</table>

1-Pay: Adjuncts teaching short/special class sessions (five weeks or less per Adjunct Faculty Manual) or those who choose 1-pay option, will be paid once approximately two weeks after the completion of class responsibilities.

2-Pay: Adjuncts teaching an accelerated eight week and ten week course will be paid twice. The first payment will be approximately half way thru the session and the final approximately two weeks after the completion of class responsibilities.

Bi-Weekly: Adjuncts teaching six credits or more (which do not include five week sessions) and adjuncts instructing allied health courses that involve clinical experience who elected bi-weekly pay will receive four equal installments with the final pay deposited on August 09, 2010.

Lecturer Payment Request Packets must include the Lecturer Payment Request form and contract. For all new adjunct faculty, the following documentation should be forwarded to Human Resource/Payroll Office.

- State Application
- Employment Eligibility Verification (Form I9)
- Criminal History Record
- Selective Service verification for Male Applicants
- Federal and State Tax Forms
- Official Transcripts
- Two References
- Verification of Previous Employment
- Child Support Form
- Drug/Alcohol Summary Form
- Payment Option Form
- Direct Deposit Form
- State License (if applicable)
- Complete VCCS-10

Divisions must ensure that if a returning adjunct faculty member has been assigned a different lecturer rank than in the previous semester, updated application, transcripts, as well as a revised VCCS-10 are forwarded with the Lecturer Payment Request Package, and information should be updated in the HR/Payroll ACCESS Database.