

Payroll Schedule - Fall 2021

Amir Nour <amir@glendale.edu>

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To: ftf <ftf@glendale.edu>; ptf <ptf@glendale.edu>; managers <managers@glendale.edu>

Cc: Gohar Gasparyan <gohar@glendale.edu>; Amelita Cortes <acortes@glendale.edu>; Armen Mnatsakanian <armenm@glendale.edu>; Christina Truong <ctruong@glendale.edu>; Lianna Khatcherian <lkhatcherian@glendale.edu>; Menchie Braza <mbraza@glendale.edu>

Please note: Dates are tentative and subject to change by the Los Angeles County Office of Education.

Dear Colleagues,

Payroll Schedule for **Fall 2021** is as follows:

Full Time and Adjunct Faculty: Hourly, Non-Instruction & Substitute Hours (Less than 15.5 Weeks):

<u>Payroll Periods</u>	<u>Time Report Due</u>	<u>Warrants Issued</u>
08-30-21 to 09-20-21	09-14-21	09-30-21
09-21-21 to 10-20-21	10-15-21	10-29-21
10-21-21 to 11-20-21	11-09-21	11-30-21
11-21-21 to 12-15-21	12-10-21	01-03-22

Full Time and Adjunct Faculty: Full Semester Classes:

There are 5 equal checks including office hours where applicable. Checks are issued on the 1st working day of each month. For Fall 2021, issue dates are: **10/01/21, 11/01/21, 12/01/21, 01/03/22 & 02/01/22.**

Please e-mail your Payroll Technician if you have any questions/concerns:

Ms. Amie Cortes: acortes@glendale.edu for Full Time Faculty and Classified except Facility, Garfield, and Faculty Overload

Ms. Gohar Gasparyan: gohar@glendale.edu for Non-Credit Adjunct Faculty, Classified Hourly, and Stipends

Mr. Armen Mnatsakanian: armenm@glendale.edu for Credit Adjunct Faculty

Ms. Lianna Khatcherian: lkhatcherian@glendale.edu for Facility, Garfield, and Student Employment

Thanks.



Amir Nour

Controller

818-551-5208

amir@glendale.edu