

PAYROLL SCHEDULE – SPRING 2022

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

Dear Colleagues,

Payroll Schedule for **Spring 2022** 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>
02-22-22 to 03-20-22	03-14-22	03-31-22
03-21-22 to 04-20-22	04-12-22	04-29-22
04-21-22 to 05-20-22	05-13-22	05-31-22
05-21-22 to 06-15-22	06-10-22	06-30-22

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 Spring 2022, issue dates are: **03/01/22, 04/01/22, 05/02/22, 06/01/22 & 07/01/22.**

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 and Full Time Faculty Overload

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

Thanks.

Amir Nour

Controller

818-551-5208

amir@glendale.edu

