



## Fall 2023 Payroll Schedule

**Please note the following dates are tentative and subject to change by  
Los Angeles County Office of Education (LACOE)**

**Full-Time and Adjunct Faculty: Full Semester Classes (C1 pay cycle – 16 weeks):**

There are 5 equal payments and checks are issued on the 1<sup>st</sup> working day of each month. The check issue dates are: **10/02/23, 11/01/23, 12/01/23, 01/02/24, and 02/01/24.**

**Full-Time and Adjunct Faculty: Hourly, Non-Instructional & Substitute Hours (C2 pay cycle - less than 16 weeks):**

<b>Payroll Periods</b>	<b>Time Report Due</b>	<b>Warrants Issued</b>
08-28-23 to 09-20-23	09-14-23	09-29-23
09-21-23 to 10-20-23	10-13-23	10-31-23
10-21-23 to 11-20-23	11-09-23	11-30-23
11-21-23 to 12-16-23	12-08-23	01-02-24

If you have any questions or concerns, please email your Payroll Technician:

**Ms. Amie Cortes: [acortes@glendale.edu](mailto:acortes@glendale.edu)**

Full-Time Faculty and Classified Staff at Verdugo Campus

**Ms. Gohar Gasparyan: [gohar@glendale.edu](mailto:gohar@glendale.edu)**

Non-Credit Adjunct, Certificated Stipends, and Classified Hourly

**Ms. Lianna Khatcherian: [lkhatcherian@glendale.edu](mailto:lkhatcherian@glendale.edu)**

Facilities, Classified Staff at Garfield Campus, and Student Workers

**Mr. Armen Mnatsakanian: [armenm@glendale.edu](mailto:armenm@glendale.edu)**

Credit Adjunct at Verdugo Campus, Full-Time Overload, and Intersession