



## Spring 2024 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: **03/01/24, 04/01/24, 05/01/24, 06/03/24, and 07/01/24.**

**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>
02-20-24 to 03-20-24	03-14-24	03-29-24
03-21-24 to 04-20-24	04-15-24	04-30-24
04-21-24 to 05-20-24	05-15-24	05-31-24
05-21-24 to 06-12-24	06-10-24	06-28-24

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 Gasparian: [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