

# Payroll Adjunct or NIC F.A.Q.

## **What wages will be included on my payroll check?**

If you are on a part-time assignment or will receive not-in-contract you will be on Assignment Contract per Semester Units Taught. This is based on a Full Semester and short courses that fall within the Semester. If on a special assignment please check your paperwork if you are required to fill out a time card, receiving a monthly stipend payment or a one-time payment at the end of the assignment.

## **Example of Assignment Contract Semester Pay: Adjunct LEC I**

3 LEC hours per week at 16 weeks = 54 hours

$54 \times 57.75 = \$3,118.50$  Divided By 5 months (September - January) = \$623.70 per month.

## **When and where do I submit my timecards?**

Time Cards are due on the 10<sup>th</sup> of each month. You must submit a time card to if you are absent from your position to your Department Administrative Assistant. Your sick leave will be adjusted at the end of each pay-period. If you over use your sick leave you will be docked the month it was over used.

## **Can I have my payroll check automatically deposited?**

Automatic deposit is available to all employees. Forms can be found on the Payroll Webpage [here](#) . It takes two pay periods for your automatic deposit to take effect. The County Office of Education will process a Pre-Note to verify the routing and account number. If there are no errors returned, your funds will be deposited the following month. If we do receive a rejection notice, we will contact you to get the correct information and begin the process again.

**Your bank account information is never deleted unless you request it. You do not need to submit a new form each semester, however, you do need to submit a new form if your bank account changes.**

A Pay Stub is issued to provide the details for your wages, taxes, deductions, etc. The stub looks exactly the same as a live check and will be distributed in the same manner as a check. Enrolling in direct deposit you will automatically be issued one paystub via mail. Your second will be emailed password protected. The password is the employee id number you will find next to your name on your paystub. It will come from “donotreply@montereycoe.org”

### **How do I request a copy of a check stub or W-2?**

**Check Stub:** Please complete a Request for Payroll Information form; we will give you a printout which will have most of the same information but never the detail on the actual check stub. The printout Payroll provides will not have year-to-date information. Please allow three to five business days for Payroll to process your request.

**W-2s.** There is a separate form to request a duplicate W-2. There will also be a \$5.00 fee for each year you are requesting. Payment must be submitted with the form. We only accept cash so we can expedite your request. Allow three to five business days following payment for Payroll to process your request.

### **Where can I find Payroll forms?**

Forms can be found on the “Payroll” Link under the A to Z Index of the Hartnell College Website. You can also come by the Payroll Office and we have forms available outside our office.

### **Important Address Changes**

**Always inform Human Resources (831-755-6706) of address changes so you’re W-2 and checks will always reach you.**

**When is Payday?**

Payday is the **last business** day of each month. All direct deposit pay stubs are emailed to your Hartnell College email address. However, if you have opted out of this you will receive your direct deposit pay stub in the mail.

**Fall 2022 Pay Day Schedule**

<b>Payroll Month</b>	<b>Pay Day</b>	<b>Pick Up Time</b>
<b>AUGUST</b>	August 31st	Emailed or Mailed to you
<b>SEPTEMBER</b>	September 30 <sup>th</sup>	Emailed or Mailed to you
<b>OCTOBER</b>	October 31st	Emailed or Mailed to you
<b>NOVEMBER</b>	November 30th	Emailed or Mailed to you
<b>DECEMBER</b>	December 22th	Emailed or Mailed to you
<b>JANUARY</b>	January 31st	Emailed or Mailed to you

**We are not responsible for the US Postal Service Mail Delivery.** Please allow sufficient time for mail delivery. If you do not receive your check in the mail please come by the payroll office to fill out the proper form for a Re-Issue. **There is an \$18 dollar fee for Re-Issue of lost/misplaced or destroyed checks.**