

**Imperial Valley College
Office of Human Resources Department**

MEMORANDUM

TO: Adjunct Faculty

From: Martha Ulloa-Sanchez, Human Resources Specialist

DATE: March 3, 2008

RE: Adjunct Faculty Spring 2008 Payments

Payments

Adjunct faculty will receive five (5) paychecks for spring 2008.

Payments will be issued as follows:

<u>Pay Periods</u>	<u>Pay Date</u>
02/11/08 – 02/29/08	<u>03/10/08</u>
03/01/08 – 03/31/08	<u>03/31/08</u>
04/01/08 – 04/30/08	<u>04/30/08</u>
05/01/08 – 05/30/08	<u>05/30/08</u>
06/01/08 – 06/06/08	<u>06/30/08</u>

Main Campus

Paychecks and paycheck stubs can be picked up in the Human Resources Department on payday from 10:00 am – 5:00 pm. All remaining paychecks and paycheck stubs that are not picked-up on payday will be mailed out the following workday.

Extended Campus

Paychecks and paycheck stubs can be picked up at the El Centro Extended Campus on payday from 10:00 am – 5:00 pm. All remaining paychecks and paycheck stubs that are not picked-up on payday will be returned to Human Resources Department for mailing.

Direct Deposit

If you have direct deposit, your pay will be deposited on the above dates for the spring 2008 except March 10, 2008 school session. If you would like to learn more about direct deposit feel free to contact me.

If you have any questions and/or concerns, please do not hesitate to contact me at 355-6210.
Thank you.