Adjunct Payroll

To initiate payment for your course we must receive a signed contract.

For all adjunct contracts, payment is made on a monthly basis, on the 5th of each month. If the 5th falls on a weekend, payment is made the Friday before.

Payments begin the month following your start month. For example, if your course runs from August to October, your payments will run September and through November.

How to determine what your monthly payments will be:
Your total compensation is divided by the number of months the course runs. For example, if your course starts in August and ends in October, your total compensation will be divided by 3. A course that starts in August and ends in December will be divided by 5, etc. A course that runs within one single month will be paid out in one lump sum.