

## **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

### **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 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-  
checks will always reach you.**

**-2 and**

**When is Payday?**

Payday is the **last business** day of each month. All direct deposit pay stubs are emailed to your