

OHLONE COLLEGE

Memorandum

TO: New Adjunct Faculty
FROM: Payroll
SUBJECT: Payroll Information

The pay period at Ohlone College starts on the 1st of the month and ends on the last day of the month. Time sheets must be turned in to the appropriate Dean no later than your last working day of the month to be processed for the next pay day. If you teach during the evening, please place your time sheet in your Dean's box in the mailroom prior to leaving campus. Late submission may result in a delay of one month in receiving a pay warrant. Separate time sheets must be submitted for each discipline.

Pay day is the 15th of the following month or the closest work day.

Because many of you are not on campus on pay day or during normal business hours, **we automatically mail your pay warrant to you** at 4:15 p.m. on pay day. When the pay warrant is mailed to your home, it usually takes one to two days to arrive. *It can take up to a week or even more depending on the U.S. Postal Service.*

We encourage you to **sign up for Direct Deposit**. Funds usually are posted to your account the morning of pay day. Your pay stub will be placed in your College mailbox on pay day.

A third option available to you is to **pick up your pay warrant**. Payroll warrants are available on pay day in Building One, Second Floor, from 9 a.m. to 4 p.m. Please bring photo identification with you as the person distributing pay warrants will need to verify your identity. If you do not pick up your **warrant** on pay day, it will be mailed to your home the evening of pay day. If you wish to choose this option, please **send your request in writing** to the Payroll Department.

If you move, please **send your new address and phone number in writing to Human Resources**. If you do not change your address, all checks and your W-2 will be mailed to the wrong address.

If you have questions regarding your paycheck, call Academic Payroll at 510/659-6143.