

# **OHLONE COLLEGE**

## Memorandum

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

The pay period at Ohlone College starts on the 1<sup>st</sup> 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 10<sup>th</sup> of the following month or the closest work day.

We encourage you to **sign up for Direct Deposit**. Funds usually are posted to your account the morning of pay day. Direct Deposit forms are available on the [HR web page](#) under [Payroll Forms](#). You can also review and print your pay advice on Web Advisor by going to [www.ohlone.edu](http://www.ohlone.edu).

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