

Ohlone College Payroll Department Memorandum

To: Full-Time Instructors/Counselors

From: Academic Payroll Desk – Extension 6143

Re: Number of Pay Warrants during Academic Year

This is to formally notify you that Full-Time Instructors and Counselors at Ohlone Community College District will receive their salary over standard 10 pay periods (August through May):

Academic Year: _____

_____ 10 pay periods:
Your annual salary will be divided into 10 equal pays (August through May).

Print Name

Social Security Number

Signature

Date