

### **Salary**

KCC bases compensation on the number of contact hours or clock hours an instructor is scheduled to meet for a particular class. A contact hour is a 50-minute hour for 15 weeks.

### **Payroll Steps**

- Adjuncts are paid bi-weekly. Payroll Friday dates can be found on the KCC website at <[www.kellogg.edu/hr](http://www.kellogg.edu/hr)>.
- Payroll begins on the pay Friday following the start date of the class, providing the employment packet is complete without errors or missing information, and the academic department has provided Human Resources with the Payroll form for the instructor's class(es).
- The final paycheck is issued on the payroll Friday following the completion of the instructor's semester. Final checks are not released until student grades have been entered into the College KRIS system by the instructor.
- Adjunct faculty salary is paid in equal installments over the number of paychecks to be received.
- Adjuncts may:
  - Complete the direct deposit form included in your packet. The form is also available on the web site at <http://www.kellogg.edu/hr/forms.html>. You will receive your payroll advice in your KCC e-mail account
  - Paychecks are mailed to part-time employees who do not participate in the direct deposit program. Checks are mailed on payday Fridays. If you do not receive your paycheck by the following Friday, please contact Human Resources. There is a \$25.00 charge to replace a payroll check.