

**Hocking College Adjunct
Payroll Guide for Adjuncts Paid by Course
Updated 11/22/2022**

NOTICE: This guide is meant as a resource for adjuncts to understand Hocking College's current procedures for paying Adjuncts. This is not a contractual agreement and is subject to change.

When will I get paid for the class that I am teaching?

*Hocking College offers three types of classes:

- *16 Week Courses
- *8 Week Courses
- *Special duration Courses

*Courses which are 16 weeks will be spread over 8 pay periods, with each payday being every other Friday
*Courses which are 12 weeks will be spread over 6 pay periods, with each payday being every other Friday
*Courses which are 8 weeks will be spread over 4 pay periods, with each payday being every other Friday
*Courses which have a special duration will be spread out based on the duration of course
*Courses which are considered "Independent Studies" are paid in a lump sum, at the end of the semester, for students with an A-F grade posted. Independent studies can be identified by looking at the course section number, ending in 030, 031, or 032.

The first payday for your course will be as follows:

Course Start	First Payday, Regular Courses
Week of 1/9/2023	2/10/2023
Week of 3/13/2023	4/7/2023
Week of 5/8/2023	6/16/2023
Week of 6/5/2023	7/14/2023
Week of 8/14/2023	9/8/2023
Week of 10/9/2023	11/3/2023
Week of 1/16/2024	2/9/2024
Week of 3/18/2024	4/5/2024
Week of 5/13/2024	6/14/2024
Week of 6/10/2024	7/12/2024

How much will my course pay?

Each course is assigned to a tier, the total gross pay for the courses are calculated as follows:

- Tier 1 Courses: # Credit Hours x \$650
- Tier 2 Courses: # Credit Hours x \$675
- Tier 3 Courses: # Credit Hours x \$700

*For example: If Mr. Smith is teaching a 3 credit hour, Tier 2 Course with an 8 week duration -->
Total Course Value = 3 Credit Hours x \$675 = \$2,025
8 Week Courses are spread over 4 pays, so each pay amount will be \$2,025 / 4 = \$506.25 gross*

Questions?

All questions should be directed to the Office Administrator at your school --
School of Workforce Development -- 740-753-7601
School of Natural Resources and Public Safety -- 740-753-6304
School of Allied Health and Nursing -- 740-753-6350
School of General Students, Arts & Science -- 740-753-7122