

Payroll Schedule - Spring 2023

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To: **ftf** <ftf@glendale.edu>; **ptf** <ptf@glendale.edu>; **managers** <managers@glendale.edu>

Cc: Amelita Cortes <acortes@glendale.edu>; Armen Mnatsakanian <armenm@glendale.edu>; Gevork Msryan <gmsryan@glendale.edu>; Gohar Gasparyan <gohar@glendale.edu>; Lianna Khatcherian <lkhatcherian@glendale.edu>

Please note: Dates are tentative and subject to change by the Los Angeles County Office of Education.

Dear Colleagues,

Payroll Schedule for **Spring 2023** is as follows:

Full Time and Adjunct Faculty: Hourly, Non-Instruc on & Subs tute Hours (Less than 15.5 Weeks):

<u>Payroll Periods</u>	<u>Time Report Due</u>	<u>Warrants Issued</u>
02-21-23 to 03-20-23	03-15-23	03-31-23
03-21-23 to 04-20-23	04-14-23	04-28-23
04-21-23 to 05-20-23	05-12-23	05-31-23
05-21-23 to 06-17-23	06-09-23	06-30-23

Full Time and Adjunct Faculty: Full Semester Classes:

There are 5 equal checks including office hours where applicable. Checks are issued on the 1st working day of each month. For Spring 2023, issue dates are: **03/01/23, 04/03/23, 05/01/23, 06/01/23 & 07/03/23.**

Please e-mail your payroll technician if you have any ques ons/concerns:

Ms. Amie Cortes: acortes@glendale.edu for Full Time Faculty and Classified except Facility, Garfield, and Faculty Overload

Ms. Gohar Gasparyan: gohar@glendale.edu for Non-Credit Adjunct Faculty, Classified Hourly, and S pends

Mr. Armen Mnatsakanian: armenm@glendale.edu for Credit Adjunct Faculty and Full Time Faculty Overload

Ms. Lianna Khatcherian: lkhatcherian@glendale.edu for Facility, Garfield, and Student Employment

Thanks.



Amir Nour

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