**PROJECT CONTACT INFO:**

* Project Lead: Karla Frizler, Faculty Coordinator/ESL, frizler\_karla@sccollege.edu, 714-628-5988 (office), 714-623-3749 (cell/text)
* Managing Dean (main contact 6/5-8/18/17): Lori Fasbinder, Dean of Instruction & Student Services, Fasbinder\_Lori@sccollege.edu, 714-628-5971
* Timesheets/HR: Sonia Gidding, gidding\_sonia@sccollege.edu, 714-628-5915, fax: 714-628-5958

**TRACKING ACTIVITIES:**

* Use provided Activity & Time Log to track your activities and hours for budget and project management (and future planning) – **email to Karla Frizler along with copy of time sheet**

**SUBMITTING HOURS:**

* **Scan and email your time card to Sonia Gidding (cc: Karla Frizler)** by the due date each month (or 20% fine to district)
* Pay period dates run from the 9th of one month to the 8th of the next
* Time cards are due by 8th of each month, or the last day worked in pay period if before the 8th
* Total submitted hours for part-time faculty work with district cannot exceed 25 hours per week without prior approval from Lori, Managing Dean for the project
* Teaching hours are factored at 1:1.5 (16 maximum/week); All other hours (subbing, coordinating, curriculum) are a straight 1:1 (25 maximum/week)

**PAYROLL SCHEDULE – 2017-18:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payroll** |  | **Pay Period** |  | **Pay Date** |
|  |  |
| **1A** |  | **6/9-6/30** |  | **7/31/2017** |
| **1A** |  | **7/1-7/8** |  |
| **2A** |  | **7/9-8/8** |  | **8/31/2017** |
| **3A** |  | **8/9-9/8** |  | **9/29/2017** |
| **4A** |  | **9/9-10/8** |  | **10/31/2017** |
| **5A** |  | **10/9-11/8** |  | **11/30/2017** |
| **6A** |  | **11/9-12/8** |  | **1/02/2018** |
| **7A** |  | **12/9-1/8** |  | **1/31/2018** |
| **8A** |  | **1/9-2/8** |  | **2/28/2018** |
| **9A** |  | **2/9-3/8** |  | **3/30/2018** |
| **10A** |  | **3/9-4/8** |  | **4/30/2018** |
| **11A** |  | **4/9-5/8** |  | **5/31/2018** |
| **12A** |  | **5/9-6/8** |  | **6/29/2018** |