

# Adjunct Faculty; Understanding Pay and Load

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## Understanding Your Pay

### How are adjunct faculty paid?

- Adjunct faculty are paid to teach classes on a “per load basis.” Load is a measurement of time during which the instructor is expected to perform duties related to teaching, in and outside of the classroom.

Here are two formulas use to translate load into clock hours:

- Weekly Clock hours = load x 2
  - 3 load = 6 weekly clock hours
- Total Class Clock hours (per semester, per class) = load x 32
  - 3 load = 96 total clock hours

### Ok, so how much am I paid to teach my classes?

- Our Governing Board determines the load pay rate annually. For FY 2019-2020, Adjunct faculty will be paid \$935 per load, or \$29.21875 per clock hour.

For example: 3 load class = \$2,805

The clock hour equivalent is used when Adjuncts perform non-teaching duties and is paid per hour. This could include (but is not limited to) special committees, curriculum development, grant-based projects, roundtable events, etc.

The clock hour equivalent is also used when an adjunct utilizes their sick-time benefits. The Employee Learn Center has a [instructions](#) for entering sick time.

### Now that I understand how much I am owed per class, what does that look like on my paycheck?

- Wages owed for classes begin paying based on the start and end date. The amount owed per week is calculated by dividing the total amount owed by the total length of the class. This means wages for each class begin and end within the pay periods of the class start dates.

Section Number	Prefix and number	Load	Wages Due	Start Date	End Date	Course Length	Biweekly pay
12345	Eng101	3	2805	8/22/2019	12/10/2019	16	\$ 350.63
12346	Eng102	3	2805	10/1/2019	12/10/2019	8	\$ 701.25

In the scenario above, you would receive \$350.63 per pay check for the first 8 weeks of the semester. Once the second class starts in October, you would receive \$1,051.88 per pay check.

- The amount of gross wages includes classes that occurs within the pay period. The best place to review this information is the [Instructor pay details](#), accessible via HCM. Instructions are also found at Employee Learn Center > Resources > Technology Training Materials > Human Capital Management (HCM) > Employee Self Service > View Instructor Pay Details

**Employee Self Service**

- [View/Edit Personal Details and View/Print Paycheck](#)
- [View Earnings Details](#)
- [View Instructor Pay Details](#)
- [View Contract Pay Details](#)
- [Understanding Your Paycheck](#)
- [Instructor Pay Reconciliation \(excluding Rio Salado\)](#)
- [View/Print W2 and Online W2 Electronic Consent and View/Print Paycheck](#)
- [Create/Update Job Application Profile - Residential Faculty](#)

**Please note – HCM uses the word “workload” when referencing load. It is the same thing.**

**Wow! That can be confusing. How do I know if I was paid correctly?**

- There are several tools to help you monitor and verify your pay. The most important tools are your pay stub and the instructor pay details from above.

Your pay stub lists “Adjunct Pay” for classes taught. This is a gross total for all classes active as of that pay date. There will be one line for earnings and a second line for the clock hours associated with the earnings. The two components are separated for recordkeeping purposes.

<b>HOURS AND EARNINGS</b>			
<u>Description</u>	<u>Rate</u>	<u>Current Hours</u>	<u>Earnings</u>
Adjunct Pay			979.40
Clock Hours		33.88	0.00

Next, check out your [Instructor pay details](#). It breaks down the work load, start and end dates, assignment weeks, assignment amount owed, weekly pay amount, as well as the amount received per class, per pay period.

Instructor Pay												Find	View All		
Pay Period Begin Date: 05/04/2019			Pay Period End Date: 05/17/2019			Pay Run ID: 19X									
Class Data												Find	View All		
MtgPat#/AssnSeq: 1-1		Assign Type: ADJ		Workload: 3.00		"Remaining as of 05/03/2019"									
Assignment Start Date: 01/15/2019		Assignment End Date: 05/10/2019		Assignment Hours: 96.00		Weeks Balance: 1		Amount Balance: 163.24		Hours Balance: 6.04					
Assignment Weeks: 17		Assignment Amount: 2775.00		Weekly Pay Amount: 163.24		Weekly Hours: 6.04									
Clock Hours per Load: 32.00		Pay Rate: 925.00													
Employee Pay Data												Personalize	Find	Print	First
Pay Status	Check Date	Week Of	Term	Subject	Catalog #	Class Number	MtgPat#/AssnSeq	Combo Cd	Pay TRC	Work TRC	Pay Amount	Clock Hours	Business Un		
Current Pay	05/23/2019	05/04/19 - 05/10/19	4192	BIO	100	35344	1-1	000004026	ADP	CLH	163.24	6.04	MCC04		
Prior Pay	05/10/2019	04/20/19 - 04/26/19	4192	BIO	100	35344	1-1	000004026	ADP	CLH	163.23	6.05	MCC04		
Prior Pay	05/10/2019	04/27/19 - 05/03/19	4192	BIO	100	35344	1-1	000004026	ADP	CLH	163.23	6.05	MCC04		
Prior Pay	04/26/2019	04/06/19 - 04/12/19	4192	BIO	100	35344	1-1	000004026	ADP	CLH	163.24	6.04	MCC04		
Prior Pay	04/26/2019	04/13/19 - 04/19/19	4192	BIO	100	35344	1-1	000004026	ADP	CLH	163.24	6.04	MCC04		

The [pay periods and pay dates](#) will help you understand the timing of your pay. Employees receive wages after they have begun working, which for Adjuncts is after the class starts.

Lastly, each academic department is assigned a designated [HR Specialist](#). Please call this person, if you have any questions or need help.

### Who do I call if my pay isn't right?

- Your department chair or administrative assistants are the best people to start with for most concerns. They will work with scheduling or HR on required corrections.

Here's a short list of concerns your chair should resolve:

- Load (workload) – Chairs are responsible for ensuring your load (workload) is communicated to scheduling. Scheduling enters the information which then feeds to payroll.
- Start / End date corrections – Chairs partner with scheduling to update start and end dates.
- Class hasn't been assigned to you – Chairs are also responsible for assigning you to a class and will work with scheduling to get your name added, if missing.
- Class started and ended, but you didn't get paid – Chairs contact HR and provide details regarding the class. They work together to get you paid as soon as possible.

Here are a few things to note:

- Corrections/adjustments are indicated on your pay check following the approved change
- HR and payroll contact your department chair when changes are requested

### **What's the difference between payroll and HR?**

- The payroll team at District processes pay data and then issues a paycheck. They do not have access to department records and are unable to add or change pay without input from MCC. They partner closely with HR to verify data and pay requests.
- MCC's Faculty Services/HR team is the gatekeeper between you and payroll. They are responsible for verifying and providing pay data to payroll. They often perform advanced research and reconciliation on pay-related issues. They are also the subject matter experts on load and pay questions.
- HCM (Human Capital Management), aka "the system", is the web-based application where employee, and their pay, information is stored, processed and retained for historical records. HCM integrates with SIS (Student Information System) to translate load into wages.

Neither HR or Payroll have system level control, so each department works within their individual permissions to complete transactions. There is a complex system of checks and balances for transaction approvals that may involve your supervisor, and at times, the Dean or Vice President of Academic Affairs.

## Understanding Load Limits

### What are load limits?

- Load limits determine how many classes each adjunct is eligible to teach. As mentioned previously, each class is pre-determined to have an associated number of hours needed to teach the class.

The words 'load' and 'credit' hours are often used interchangeably, but they are not necessarily the same number of hours. Course load can be verified [online](#) with the three-letter subject prefix and number (IE: ENG101). Load determines the amount of pay owed.

Adjunct faculty have a 12-load limit under our policies. This means Adjunct faculty may teach (or perform related duties) for up to 24 clock hours, or 12 load, per week (load = 2 clock hours per week).

### Why are clock hours and load important?

- It is extremely important to monitor and understand your load as adjunct faculty are not eligible for compensation when load or clock hours go beyond these limits.

### What counts towards each semester's load limit?

- There are two main categories of activities that impact Adjunct load, classes and special projects (IE: Z-degree, EARS, etc.). Essentially, any project or activity that occurs over a span of time counts towards load. Service faculty have the above considerations plus evening or weekend clock hours worked outside of teaching. This typically applies only to Library and Counseling Adjuncts.

### Is there anything that doesn't count towards my load?

- Yes! Short-term substitute pay (less than one week's class meetings) and one-time activities for pay (department meetings, evaluations, PG stipends, etc.) do not typically count towards load. Additionally, Winter Intersession has its own limits that do not apply to either Fall or Spring term.

### How do I know how much load I have?

- **It is your responsibility to know exactly where you are in your load limits!** Your chair and [HR Specialist](#) are available to help you understand and calculate your totals so that you are paid for all eligible work.
- Your chair will tell you which classes you are assigned to and the associated load. You can add the load for each class together for a total. You can also verify the load for each class in the [Instructor pay details](#).

- Special projects will have to be converted to the load equivalent and added to the class load total. As always, contact your department's designated [HR Specialist](#) with any questions or concerns.

### **How does my time spent on special projects get converted to load?**

- Basically, we convert pay to load. The total amount of pay owed for the activity is divided by \$935 (the load pay rate) to equal what's called the 'load equivalent'. HR then determines if the request for pay can be approved within policy.

#### **Example 1:**

Gena is approved to complete a project that requires 40 clock hours of work over the course of the semester. Gena is owed a total of \$1168.80 for her project and is teaching 6 load when the request is made.

- The load equivalent is 1.25 load hours ( $1168.80 / 935$ ).

HR would approve the request to pay as her total load is 7.25, well under the 12 load limit.

#### **Example 2:**

Gena is approved to complete a project that requires 40 clock hours of work over the course of the semester. Gena is owed a total of \$1168.80 for her project but is already teaching 9 load when the request is made and has two other special projects that total 2 load.

- The load equivalent is 1.25 load hours ( $1168.80 / 935$ ).

HR would not approve the request to pay as her total load becomes 12.25, which is over the 12 load limit. HR would notify Gena's chair and either the project would have to be modified so that Gena remains within her limits, or the chair could assign the project to another adjunct who has not reached their limit.

## Helpful links

- [Adjunct Handbook](#)
- [District Portal](#)
- [Employee Learn Center](#)
- [Mesa Employee Website](#)
- [Mesa HR Website](#)
- [New Employee Central](#)
- [Pay Calendars and Deadlines](#)

## Mesa HR Contact Information

**1833 W. Southern Ave, Bldg. AD 42, Mesa, AZ 85202**  
**P. (480) 461-7487 | F. (480) 461-7806**

- [Garrett Smith](#), HR Director
- [Donna Adams](#), Strategic Staffing Supervisor (FT Hiring, FT Position Management and all employee separations)
  - [Janice Humbarger](#), HR Specialist Sr.
  - [Eddie Tellez](#), HR Specialist
- [Shanel Carter](#), HR Solutions Supervisor (Time & Labor, PT Position Management, New Employee Orientation)
  - [Alex Phan](#), HR Technician
  - [Claudia Hacey](#), Temporary HR Technician
- [Angel Inzauro](#), Faculty Services Supervisor (Adjunct / Temporary hiring, Faculty Pay, Adjunct Position Management)
  - [Lua Maloney](#), HR Specialist Sr
  - [Lourdes Ruiz](#), HR Specialist Sr
  - [Annette Skaggs](#), HR Specialist Sr