

## **Schedule for Payment of Adjunct Faculty and Full-Time Faculty Overloads**

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<b>If an employee is to be paid:</b>	<b>All information must be in the Office of Human Resources and/or all faculty course assignments must be approved by:</b>
September 30	September 5
October 31	October 10
November 26	November 7
December 17	November 24
January 30	January 9
February 27	February 11
March 31	March 6
April 30	April 10
May 29	May 8
June 30	June 5
July 31	July 8
August 31	August 7

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Faculty Agreements for regular Fall semester are paid in 4 equal payments.

Faculty Agreements for regular Spring semester are paid in 5 equal payments.

Faculty Agreements for Summer session I and II are paid in 2 payments each.

Faculty Agreements for the 9-week Summer session are paid in 2 equal payments.

Faculty Agreements for the 11-week Summer session are paid in 3 equal payments.

NOTE: Payroll documents received after the scheduled dates will be processed for payment on the next appropriate payroll.