Coppin State University
Adjunct Faculty Pay Schedule Summer 2012

CSU Summer 2012	Summer 1-3 week Session	Summer 1-6 Week Session	Summer 1-9 Week Session	Summer 1-2nd 3 Week Session	Summer II- 3 Week Session
Classes Begin Summer 2012	Tuesday, May 29, 2012	Tuesday, May 29, 2012	Tuesday, May 29, 2012	Monday, June 18, 2012	Monday, July 09, 2012
Add, Swap, Drop, timeline	Wednesday, May 30, 2012	Wednesday, May 30, 2012	Friday, June 01, 2012	Tuesday, June 19, 2012	Tuesday, July 10, 2012
Classes End Summer 2012	Friday, June 15, 2012	Friday, July 06, 2012	Friday, July 27, 2012	Friday, July 06, 2012	Friday, July 27, 2012
Final Grades Due- Summer 2012	Tuesday, June 19, 2012	Tuesday, July 10, 2012	Tuesday, July 31, 2012	Tuesday, July 10, 2012	Tuesday, July 31, 2012
Contracts/ RTFs due in VPAA Office	Wednesday, April 25, 2012	Wednesday, April 25, 2012	Wednesday, April 25, 2012	Wednesday, April 25, 2012	Friday, May 25, 2012
Contracts/ RTFs due in Budget Office	Friday, May 11, 2012	Friday, May 11, 2012	Friday, May 11, 2012	Friday, May 11, 2012	Friday, June 01, 2012
Contracts/ RTFs due in HR Office	Friday, May 18, 2012	Friday, May 18, 2012	Friday, May 18, 2012	Friday, May 18, 2012	Friday, June 08, 2012
Contracts/ paysheets due in Payroll Office: Regular payroll	Tuesday, June 12, 2012	Tuesday, June 12, 2012	Tuesday, June 12, 2012	Tuesday, June 12, 2012	Tuesday, July 10, 2012
Contracts/ paysheets due in Payroll Office: Contract payroll	Friday, June 01, 2012	Friday, June 01, 2012	Friday, June 01, 2012	Friday, June 01, 2012	Friday, July 13, 2012
New hires due at CPB by 12 noon (contract payroll)	Friday, June 15, 2012	Friday, June 15, 2012	Friday, June 15, 2012	Friday, June 15, 2012	Friday, July 13, 2012
Payment #01 pay date: Contract payroll; ppe 06/15/2012	Wednesday, June 27, 2012	Wednesday, June 27, 2012	Wednesday, June 27, 2012	Wednesday, June 27, 2012	Wednesday, July 25, 2012
Payment #02 pay date: Contract payroll; ppe 07/13/2012	N/A	N/A	Wednesday, July 25, 2012	N/A	N/A
Payment #01 pay date: Regular payroll; ppe 06/26/12	Wednesday, July 04, 2012	Wednesday, July 04, 2012	Wednesday, July 04, 2012	Wednesday, July 25, 2012	Wednesday, August 01, 2012
Payment #02 pay date: Regular payroll; ppe 07/24/2012	N/A	N/A	Wednesday, August 01, 2012	N/A	N/A

*** Notes:**

-The Office of Human Resources (OHR) must receive all paperwork before the employee's employment start date

-Summer 2012 adjunct faculty contracts must have been received in the OHR
by June 01, 2012 (Contractual) and June 12, 2012 (Regular) for the payment to be on schedule.

-Those who miss the first pay date, will receive their Summer 2012 pay on the next scheduled pay date of:
Contract payroll: 07/11/2012
Regular payroll: 07/18/2012

-Adjunct faculty payments will be processed according to their primary position (regular or contract payroll)

-PeopleSoft 'additional Pay' - second pay of consecutive months
selected

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