Coppin State University Adjunct Faculty Pay Schedule Spring 2012

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CSU Spring 2012	15 Week Session	1st 7 Week Session	2nd Week Session
Classes Begin - Spring 2012	Monday, January 23, 2012	Monday, January 23, 2012	Monday, March 12, 2012
Add, Swap, Drop, timeline	Monday, January 23, 2012	Monday, January 23, 2012	Friday, March 16, 2012
Mid-term	Monday, March 5, 2012	Monday, February 14, 2012	Monday March 5, 2012
Classes end - Spring 2012	Thursday, May 10, 2012	Friday, March 9, 2012	Thursday, May 10, 2012
Final Grades Due - Spring 2012	Tuesday, May 22, 2012	Monday, March 12, 2012	Tuesday, May 22, 2012
Contracts/RTFs due in VPAA Office	Monday, November 21, 2011	Monday, November 21, 2011	Monday, November 21, 2011
Contracts/RTFs due in Budget Office	Monday, December 12, 2011	Monday, December 12, 2011	Monday, December 12, 2011
Contracts/RTFs due in HR Office	Monday, January 9, 2012	Monday, January 9, 2012	Monday, January 9, 2012
Contracts/paysheets due in Payroll Office: Contact payroll	Thursday, February 2, 2012	Thursday, February 2, 2012	Thursday, February 2, 2012
Contract/paysheets due in Payroll Office: Regular payroll	Monday, January 30, 2012	Monday, January 30, 2012	Monday, January 30, 2012
New hires due at CPB by 12 noon: (contract payroll)	Thursday, February 9, 2012	Thursday, February 9, 2012	Friday, April 6, 2012
Contract payroll payments #01 pay date	Wednesday, February 22, 2012	Wednesday, February 22, 2012	N/A
Contract payroll payments #02 pay date	Wednesday, March 21, 2012	Wednesday, March 21, 2012	N/A
Contract payroll payments #03 pay date	Wednesday, April 18, 2012	N/A	Wednesday, April 18, 2012
Contract payroll payments #04 pay date	Wednesday, May 16, 2012	N/A	Wednesday, May 16, 2012
Regular payroll payment #01 pay date	Wednesday, February 15, 2012	Wednesday, February 15, 2012	N/A
Regular payroll payment #02 pay date	Wednesday, March 28, 2012	Wednesday, March 28, 2012	N/A
Regular payroll payment #03 pay date	Wednesday, April 25, 2012	N/A	Wednesday, April 25, 2012
Regular payroll payment #04 pay date	Wednesday, May 23, 2012	N/A	Wednesday, May 23, 2012

*Notes

The office of Human Resources (OHR) must receive and process all paperwork before the employee's employment start date

Spring 2112 adjunct faculty contracts must have been received and processed in the OHR by Monday, January 9, 2012 for the first payment to be on schedule

Those who miss the first pay date, will receive their first and second Spring 2012 pay on the next scheduled pay date of:

Contract Payroll: March 21, 2012 Regular Payroll: March28, 2012

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