Coppin State University

Adjunct Faculty Pay Schedule Fall 2012

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CSU Fall 2012	**15 Week Session**	**1st 7 Week Session**	**2nd 7 Week Session**
Classes Begin - Fall 2012	Monday, August 27, 2012	Monday, August 27, 2012	Monday, October 22, 2012
Add, Swap, Drop, timeline	Wednesday, September 05, 2012	Wednesday, September 05, 2012	Wednesday, September 05, 2012
Mid-term End	Friday, October 12, 2012	Thursday, September 20, 2012	Saturday, November 10, 2012
Classes end - Fall 2012	Friday, December 07, 2012	Monday, October 15, 2012	Friday, December 07, 2012
Final Grades Due - Fall 2012	Tuesday, December 18, 2012	Wednesday, October 24, 2012	Tuesday, December 18, 2012
Contracts/RTFs due in VPAA Office	Monday, July 16, 2012	Monday, July 16, 2012	Monday, July 16, 2012
Contracts/RTFs due in Budget Office	Thursday, July 26, 2012	Thursday, July 26, 2012	Thursday, July 26, 2012
Contracts/RTFs due in HR Office	Wednesday, August 08, 2012	Wednesday, August 08, 2012	Wednesday, August 08, 2012
Contracts/paysheets due in HR/ Payroll Office:	Thursday, September 06, 2012	Thursday, September 06, 2012	Monday, November 12, 2012
New hires due at CPB by 12 noon:	Thursday, August 23, 2012	Thursday, August 23, 2012	Thursday, November 01, 2012
Contract payroll payments #01 pay date	Wednesday, September 19, 2012	Wednesday, September 19, 2012	N/A
Contract payroll payments #02 pay date	Wednesday, October 17, 2012	Wednesday, October 17, 2012	N/A
Contract payroll payments #03 pay date	Wednesday, November 28, 2012	N/A	Wednesday, November 28, 2012
Contract payroll payments #04 pay date	Wednesday, December 26, 2012	N/A	Wednesday, December 26, 2012

Notes:

Due to a procedural change, all regular faculty overload payments will be processed on the contractual payroll.

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

Fall 2012 adjunct faculty contracts must have been received in the OHR by Wednesday, August 8, 2012 for the first payment to be on schedule.

Those who miss the first pay date, will receive their first and second Fall 2012 pay on the next scheduled pay date of: October 17, 2012

Revised HR 09/19/2012