Coppin State University
Adjunct Faculty Pay Schedule Spring 2013

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CSU Spring 2013	**15 Week Session**	**1st 7 Week Session**	**2nd 7 Week Session**
Classes Begin - Spring 2013	Wednesday, January 23, 2013	Wednesday, January 23, 2013	Monday, March 11, 2013
Add, Swap, Drop, timeline	Thursday, January 31, 2013	Thursday, January 31, 2013	Thursday, January 31, 2013
Mid-term End	Friday, March 08, 2013	Thursday, February 14, 2013	Friday, March 29, 2013
Classes end - Spring 2013	Thursday, May 09, 2013	Friday, March 08, 2013	Friday, May 03, 2013
Final Grades Due - Spring 2013	Tuesday, May 21, 2013	Tuesday, March 19, 2013	Tuesday, May 21, 2013
Contracts/RTFs due in HR Office	Wednesday, January 23, 2013	Wednesday, January 23, 2013	Wednesday, January 23, 2013
Contracts/paysheets due in Payroll Office: Contact payrol	Thursday, January 31, 2013	Thursday, January 31, 2013	Thursday, January 31, 2013
New hires due at CPB by 12 noon: (contract payroll)	Thursday, February 07, 2013	Thursday, February 07, 2013	Thursday, February 07, 2013
Contract payroll payments #01 pay date	Wednesday, February 20, 2013	Wednesday, February 20, 2013	N/A
Contract payroll payments #02 pay date	Wednesday, March 20, 2013	Wednesday, March 20, 2013	N/A
Contract payroll payments #03 pay date	Wednesday, April 17, 2013	N/A	Wednesday, April 17, 2013
Contract payroll payments #04 pay date	Wednesday, May 29, 2013	N/A	Wednesday, May 29, 2013

*Notes

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

Spring 2013 adjunct faculty contracts must have been received in the OHR by Wednesday, January 23, 2013 for the first payment to be on schedule

Those who miss the first pay date, will receive their first and second Spring 2013 pay on the next scheduled pay date of:

Contract Payroll: March 20, 2013

Questions are to be directed to the Payroll Area of the OHR: Jack Jones X1283 or Cindy PreVatte X3671