

Coppin State University
Adjunct Faculty Pay Schedule Spring 2015

CSU Spring 2015	1	2	3
CSU Spring 2015	15 Week Session	1st 7 Week Session	2nd 7 Week Session
Classes Begin - Spring 2015	Monday, January 26, 2015	Monday, January 26, 2015	Monday, March 30, 2015
Add, Swap, Drop, timeline	Wednesday, February 04, 2015	Wednesday, February 04, 2015	Wednesday, February 04, 2015
Mid-term End	Friday, March 13, 2015	Friday, February 20, 2015	Friday, April 24, 2015
Classes end - Spring 2015	Friday, May 08, 2015	Friday, March 13, 2015	Saturday, May 23, 2015
Final Grades Due - Spring 2015	Friday, May 22, 2015	Monday, March 31, 2014	Saturday, May 23, 2015
Contracts/RTFs due in Budget Office	Monday, January 05, 2015	Monday, January 05, 2015	Monday, February 02, 2015
Paysheets due in Payroll Office	Tuesday, January 06, 2015	Tuesday, January 06, 2015	Tuesday, February 03, 2015
Contracts/RTFs due in HR Office	Monday, January 19, 2015	Monday, January 19, 2015	Monday, February 16, 2015
New hires due at CPB by 12 noon: (contract payroll)	Thursday, February 05, 2015	Thursday, February 05, 2015	Friday, March 20, 2015
Contract payroll payments #01 pay date	Wednesday, March 04, 2015	Wednesday, March 04, 2015	N/A
Contract payroll payments #02 pay date	Wednesday, April 15, 2015	Wednesday, April 15, 2015	N/A
Contract payroll payments #03 pay date	Wednesday, May 27, 2015	N/A	Wednesday, April 29, 2015
Contract payroll payments #04 pay date	N/A	N/A	Wednesday, May 27, 2015

***Notes**

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

Spring 2015 adjunct faculty contracts for 15 week courses must be received in the OHR by Monday, January 19, 2015 for the first payment to be on schedule. Adjunct faculty contracts for the 2nd seven week session must be received in OHR by Monday, February 16, 2015.

Those who miss the first pay date, will receive their first and second Spring 2015 pay on the next scheduled pay date of: April 15, 2015

Questions are to be directed to the Payroll Office of the OHR: Jack Jones X1283 or Indira Laurencin X3671