Coppin State University
Adjunct Faculty Pay Schedule Fall 2015

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CSU Fall 2015	**15 Week Session**	**1st 7 Week Session**	**2nd 7 Week Session**
Classes Begin - Fall 2015	Monday, August 24, 2015	Monday, August 24, 2015	Tuesday, October 20, 2015
Add, Swap, Drop, Timeline	Wednesday, September 02, 2015	Wednesday, September 02, 2015	Wednesday, September 02, 2015
Mid-term End	Friday, October 09, 2015	Thursday, September 17, 2015	Saturday, November 07, 2015
Classes end - Fall 2015	Wednesday, December 09, 2015	Monday, October 12, 2015	Wednesday, December 09, 2015
Final Grades Due - Fall 2015	Monday, December 21, 2015	Wednesday, October 21, 2015	Monday, December 21, 2015
Contracts/RTFs due in Budget Office	Monday, August 03, 2015	Monday, August 03, 2015	Tuesday, September 08, 2015
Paysheets due in Payroll Unit	Tuesday, August 04, 2015	Tuesday, August 04, 2015	Tuesday, September 08, 2015
New hires due at CPB by 12 noon (HR)	Monday, August 10, 2015	Monday, August 10, 2015	Monday, September 14, 2015
Renewals Contracts/RTFs due in HR Office	Monday, August 17, 2015	Monday, August 17, 2015	Monday, September 21, 2015
Contract payroll payments #01 pay date	Wednesday, October 14, 2015	Wednesday, October 14, 2015	N/A
Contract payroll payments #02 pay date	Tuesday, November 10, 2015	Wednesday, October 28, 2015	N/A
Contract payroll payments #03 pay date	Wednesday, December 09, 2015	N/A	Tuesday, November 10, 2015
Contract payroll payments #04 pay date	N/A	N/A	Wednesday, December 09, 2015

*NOTES

Paperwork can be submitted earlier than the due date.

Adjunct Faculty will be receiving three (3) payments for Fall Semester 15 week courses.

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

Those who miss the first pay date, will receive their first and second Fall 2015 pay on the next scheduled pay date.

Direct questions to the payroll unit of OHR: Jack Jones X1283 or Indira Roachford X3671