

Coppin State University
Adjunct Faculty Pay Schedule Winter 2015

CSU Winter 2015 Items

DATES

Classes Begin Winter 2015	Monday, January 5, 2015
Add, Swap, Drop timeline	Tuesday, January 6, 2015
Classes End Winter 2015	Friday, January 23, 2015
Enter Final Grades	Tuesday, January 27, 2015
There will be one payment for the Winter Session	
Contracts/RTF'S due in VPAA Office	Monday, November 17, 2014
Contracts/RTF'S due in Budget Office	Monday, December 1, 2014
Contracts/RTF'S due in HR Office	Monday, December 8, 2014
Paysheet due in Payroll Office	Monday, January 5, 2015
New Hires due at CPB by 12 noon (contractual payroll)	Friday, January 23, 2015
Pay date: Contractual pay period ending 1/23/15	Wednesday, February 4, 2015

NOTES:

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

* Winter 2015 faculty contracts must have been received and processed in the OHR by December 12, 2014

* Those who miss the payment date will receive their Winter 2015 pay on the next scheduled contractual pay date February 18, 2015, depending on when paperwork is received and processed.

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