

Coppin State University
Adjunct Faculty Pay Schedule Fall 2019

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CSU Fall 2019	15 Week Session	1st 7 Week Session	2nd 7 Week Session
Classes Begin - Fall 2019	Monday, August 26, 2019	Monday, August 26, 2019	Tuesday, October 22, 2019
Add, Swap, Drop, Timeline	Wednesday, September 4, 2019	Wednesday, September 4, 2019	Wednesday, October 23, 2019
Mid-term End	Saturday, October 19, 2019	Saturday, September 21, 2019	Saturday, November 16, 2019
Classes end - Fall 2019	Sunday, December 8, 2019	Friday, October 11, 2019	Sunday, December 8, 2019
Final Grades Due - Fall 2019	Friday, December 20, 2019	Tuesday, October 22, 2019	Friday, December 20, 2019
Contracts/RTFs due in Budget Office	Tuesday, July 23, 2019	Tuesday, July 23, 2019	Friday, August 30, 2019
Spreadsheets due in Payroll Unit	Friday, August 2, 2019	Friday, August 2, 2019	Friday, September 6, 2019
ALL Contracts/RTFs due in HR Office	Friday, August 2, 2019	Friday, August 2, 2019	Friday, September 6, 2019
Contractual pay date	Wednesday, October 9, 2019	Wednesday, October 9, 2019	N/A
Contractual pay date	Wednesday, November 6, 2019	Wednesday, October 23, 2019	N/A
Contractual pay date	Wednesday, December 4, 2019	N/A	Wednesday, November 6, 2019
Contractual pay date	N/A	N/A	Wednesday, December 4, 2019

***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 2019 pay on the next scheduled pay date.