

**Coppin State University
Adjunct Faculty Pay Schedule Summer 2018**

CSU Summer 2018	Summer 1-3 week Session	Summer 1-6 Week Session	Summer 1-9 Week Session	Summer 1-2nd 3 Week Session	Summer II- 3 Week Session	Summer II- 6 Week Session
Classes Begin Summer 2018	Tuesday, May 29, 2018	Tuesday, May 29, 2018	Tuesday, May 29, 2018	Monday, June 18, 2018	Wednesday, July 11, 2018	Wednesday, July 11, 2018
Add, Swap, Drop, timeline	Wednesday, May 30, 2018	Wednesday, May 30, 2018	Wednesday, May 30, 2018	Tuesday, June 19, 2018	Thursday, July 12, 2018	Thursday, July 12, 2018
Classes End Summer 2018	Saturday, June 16, 2018	Monday, July 9, 2018	Tuesday, July 31, 2018	Saturday, July 7, 2018	Tuesday, July 31, 2018	Friday, August 17, 2018
Final Grades Due- Summer 2018	Monday, June 18, 2018	Wednesday, July 11, 2018	Thursday, August 2, 2018	Wednesday, July 11, 2018	Friday, August 3, 2018	Tuesday, August 21, 2018
Contracts/RTFs due in Budget Office	Friday, April 20, 2018	Friday, April 20, 2018	Friday, April 20, 2018	Friday, April 20, 2018	Friday, May 18, 2018	Friday, May 18, 2018
Contracts/RTFs due in HR Office	Friday, April 27, 2018	Friday, April 27, 2018	Friday, April 27, 2018	Friday, April 27, 2018	Monday, May 28, 2018	Monday, May 28, 2018
Paysheets due in Payroll Office	Friday, April 27, 2018	Friday, April 27, 2018	Friday, April 27, 2018	Friday, April 27, 2018	Monday, May 28, 2018	Monday, May 28, 2018
New hires due at CPB by 12 noon	Friday, May 18, 2018	Friday, May 18, 2018	Friday, May 18, 2018	Friday, May 18, 2018	Thursday, June 28, 2018	Thursday, June 28, 2018
Payment #01 pay date:	Wednesday, June 20, 2018	Tuesday, July 3, 2018	Wednesday, June 20, 2018	Tuesday, July 3, 2018	Wednesday, August 1, 2018	Wednesday, August 15, 2018
Payment #02 pay date:			Wednesday, July 18, 2018			

*** Notes:**

- Paperwork can be sent earlier than the due date.

- The Office of Human Resources (OHR) must receive all paperwork before the employee's start date
- Late Summer I 2018 adjunct faculty contracts must be received in the OHR by May 16, 2018 for the payment to be on schedule.
- Late Summer II 2018 adjunct faculty contracts must be received in the OHR by June 27 2018 for the payment to be on schedule.
- Those who miss the first pay date, will receive their Summer 2018 pay on the next scheduled pay.