

**Coppin State University**  
**Adjunct Faculty Pay Schedule Spring 2019**

CSU Spring 2019	1	2	3
CSU Spring 2019	15 Week Session	1st 7 Week Session	2nd 7 Week Session
Classes Begin - Spring 2019	Monday, January 28, 2019	Monday, January 28, 2019	Friday, March 8, 2019
Add, Swap, Drop, timeline	Monday, February 4, 2019	Monday, February 4, 2019	Monday, February 4, 2019
Mid-term End	Wednesday, March 20, 2019	Friday, February 22, 2019	Friday, April 26, 2019
Classes end - Spring 2019	Friday, May 10, 2019	Friday, March 15, 2019	Friday, May 10, 2019
Final Grades Due - Spring 2019	Thursday, May 23, 2019	Wednesday, April 3, 2019	Thursday, May 23, 2019
Contracts/RTFs due in Budget Office	Wednesday, January 2, 2019	Wednesday, January 2, 2019	Monday, February 18, 2019
Paysheets due in Payroll Office	Thursday, January 3, 2019	Thursday, January 3, 2019	Thursday, February 14, 2019
Contracts/RTFs due in HR Office	Thursday, January 3, 2019	Thursday, January 3, 2019	Friday, February 22, 2019
Contractual payroll pay date	Wednesday, March 13, 2019	Wednesday, March 13, 2019	N/A
Contractual payroll pay date	Wednesday, April 10, 2019	Wednesday, April 10, 2019	N/A
Contractual payroll pay date	Wednesday, May 8, 2019	N/A	Wednesday, April 10, 2019
Contractual payroll pay date	N/A	N/A	Wednesday, May 8, 2019

**\*Notes**

**Paperwork can be submitted earlier than due date**

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

Contracts for 15 week and 1st 7 week session must be received in the OHR by Thursday, January 03, 2019 for the first payment to be on schedule.  
 Contracts for the 2nd 7 week session must be received in OHR by Friday, February 22, 2019.

Those who miss the first pay date, will receive their pay on the next scheduled pay date.

Questions are to be directed to the payroll unit of the OHR: Jack Jones X1283 or Nicole Simms X3675