

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

CSU Summer 2019	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 2019	Tuesday, May 28, 2019	Tuesday, May 28, 2019	Tuesday, May 28, 2019	Monday, June 17, 2019	Monday, July 15, 2019	Monday, July 15, 2019
Add, Swap, Drop, timeline	Tuesday, May 28, 2019	Tuesday, May 28, 2019	Wednesday, May 29, 2019	Tuesday, June 18, 2019	Tuesday, July 16, 2019	Tuesday, July 16, 2019
Classes End Summer 2019	Friday, June 14, 2019	Monday, July 8, 2019	Wednesday, July 31, 2019	Friday, July 5, 2019	Friday, August 2, 2019	Thursday, August 22, 2019
Final Grades Due- Summer 2019	Monday, June 17, 2019	Wednesday, July 10, 2019	Monday, August 5, 2019	Wednesday, July 10, 2019	Monday, August 5, 2019	Friday, August 23, 2019
Contracts/RTFs due in Budget Office	Friday, May 10, 2019	Friday, May 10, 2019	Friday, May 10, 2019	Friday, May 10, 2019	Friday, May 17, 2019	Friday, May 17, 2019
Contracts/RTFs due in HR Office	Friday, May 17, 2019	Friday, May 17, 2019	Friday, May 17, 2019	Friday, May 17, 2019	Tuesday, May 28, 2019	Tuesday, May 28, 2019
Spreadsheets due in Payroll Office	Friday, May 17, 2019	Friday, May 17, 2019	Friday, May 17, 2019	Friday, May 17, 2019	Tuesday, May 28, 2019	Tuesday, May 28, 2019
New hires due at CPB by 12 noon	Wednesday, May 22, 2019	Wednesday, May 22, 2019	Wednesday, May 22, 2019	Wednesday, May 22, 2019	Wednesday, June 26, 2019	Wednesday, June 26, 2019
Payment #01 pay date:	Wednesday, June 19, 2019	Wednesday, July 3, 2019	Wednesday, June 19, 2019	Wednesday, July 3, 2019	Wednesday, July 31, 2019	Wednesday, August 14, 2019
Payment #02 pay date:			Wednesday, July 17, 2019			

**\* 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 2019, adjunct faculty contracts must be received in the OHR by May 22, 2019, for the payment to be on schedule.
- Late Summer II 2019, adjunct faculty contracts must be received in the OHR by June 26 2019, for the payment to be on schedule.
- Those who miss the first pay date, will receive their Summer 2019 pay on the next scheduled pay.