



## Adjunct Faculty Pay Schedule Spring 2024

	1	2	3
	<b>15 Week Session</b>	<b>1st 7 Week Session</b>	<b>2nd 7 Week Session</b>
Classes Begin - Spring 2024	Monday, January 29, 2024	Monday, January 29, 2024	Monday, March 25, 2024
Add, Swap, Drop, timeline	Tuesday, February 6, 2024	Tuesday, February 6, 2024	Tuesday, February 6, 2024
Mid-term End	Friday, March 15, 2024	Friday, February 23, 2024	Friday, April 19, 2024
Classes end - Spring 2024	Thursday, May 2, 2024	Friday, March 8, 2024	Thursday, May 2, 2024
Final Grades Due	Tuesday, May 14, 2024	Wednesday, March 20, 2024	Tuesday, May 14, 2024
Contracts/RTFs due in Budget Office	Wednesday, January 3, 2024	Wednesday, January 3, 2024	Monday, February 12, 2024
Contracts/RTFs due in HR Office	Monday, January 8, 2024	Monday, January 8, 2024	Friday, February 16, 2024
Contractual payroll pay date	Wednesday, March 6, 2024	Wednesday, March 6, 2024	
Contractual payroll pay date	Wednesday, April 3, 2024	Wednesday, April 3, 2024	Wednesday, April 3, 2024
Contractual payroll pay date	Wednesday, May 15, 2024		Wednesday, May 15, 2024

### \*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 Monday, January 8, 2024 for the first payment to be on schedule. Contracts for the 2nd 7 week session must be received in OHR by Friday, February 16, 2024.

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