

# Full-Time, Part-Time, Part-Time Faculty and Work-Study Student Employees | 2023-2024

- All employees are paid bi-weekly on Friday.
  - Direct Deposit is mandatory for all employees. A \$25 per check fee will be added to any employee who does not have direct deposit information on file.
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## Part-Time Faculty Employees

- These employees are paid via an Electronic Personnel Action Form – EPAF or through the Faculty Load and Compensation – FLAC – process.
- These electronic forms are submitted to the Human Resources Department by the department dean or supervisor.
- The first pay occurs on the first pay date after the effective date of a correctly submitted EPAF/FLAC received in HR on or before the due date.

## Part-Time Employees

- These employees enter their hours through Web Time Entry (WTE).
- Employees in this category should not exceed a total of 25 hours per week between all job assignments without the prior approval from their Department VP.

## Work-Study Employees

- This category includes students working in the Institutional Work-Study and Federal Work-Study Programs.
- Employees in this category enter their hours through Web Time Entry (WTE) and should never exceed 20 hours per week, even if the student has multiple positions.
- The hourly pay rate for work-study employees is \$14.00.

**NOTE:** Part-time employees cannot teach classes unless teaching is their primary job and represents more than half of their hours worked in a work week. If teaching is their primary job, employees who work both part-time faculty and part-time hourly should not exceed 25 hours per week between both job assignments without prior approval.

# Pay Schedule for Fiscal Year 2023-2024

Any paperwork/EPAFs received after close of business on the “Due to HR” date will be processed in the next payroll. **These are NOT time sheet deadlines!**  
**They are for FLAC, EPAFs, changes to W-4s, direct deposits, etc.**

DUE TO HR ON OR BEFORE:	PAYROLL PROCESSING STARTS:	PAY DATES:
+ June 26, 2023	June 27, 2023	July 7, 2023
July 11, 2023	July 12, 2023	July 21, 2023
July 25, 2023	July 26, 2023	August 4, 2023
August 8, 2023	August 9, 2023	** August 18, 2023
August 22, 2023	August 23, 2023	September 1, 2023
September 5, 2023	September 6, 2023	September 15, 2023
September 19, 2023	September 20, 2023	# September 29, 2023
October 3, 2023	October 4, 2023	October 13, 2023
October 17, 2023	October 18, 2023	October 27, 2023
October 31, 2023	November 1, 2023	November 10, 2023
November 14, 2023	November 15, 2023	November 24, 2023
November 28, 2023	November 29, 2023	December 8, 2023
+December 11, 2023	December 12, 2023	December 22, 2023
+December 18, 2023	December 19, 2023	** January 5, 2024
+January 8, 2024	January 9, 2024	January 19, 2024
January 23, 2024	January 24, 2024	February 2, 2024
+February 5, 2024	February 6, 2024	February 16, 2024
February 20, 2024	February 21, 2024	March 1, 2024
March 5, 2024	March 6, 2024	March 15, 2024
+ March 12, 2024	+ March 13, 2024	# March 29, 2024
April 2, 2024	April 3, 2024	April 12, 2024
April 16, 2024	April 17, 2024	April 26, 2024
April 30, 2024	May 1, 2024	** May 10, 2024
May 14, 2024	May 15, 2024	May 24, 2024
May 28, 2024	May 29, 2024	June 7, 2024
June 11, 2024	June 12, 2024	June 21, 2024

\*\* First payroll date for returning 4-month faculty. “New” 4-month faculty may be paid on the next pay date.

# There are no voluntary payroll deductions on these pay dates

+ Early processing due to the Holiday

Updated 02/16/24



# Pay Schedule for Academic Year 2023-2024

TERM:	PAY DATES:
<b>FALL TERM</b>	
August 2 - December 22, 2023	August 4, 2023
	August 18, 2023
	September 1, 2023
	September 15, 2023
	September 29, 2023
	October 13, 2023
	October 27, 2023
	November 10, 2023
	November 24, 2023
	December 8, 2023
	December 22, 2023
<b>SPRING TERM</b>	
January 5 - March 29, 2024	January 5, 2024
	January 19, 2024
	February 2, 2024
	February 16, 2024
	March 1, 2024
	March 15, 2024
	March 29, 2024
<b>SUMMER A</b>	
April 12 - May 24, 2024	April 12, 2024
	April 26, 2024
	May 10, 2024
	May 24, 2024
<b>SUMMER B</b>	
June 7 - July 19, 2024	June 7, 2024
	June 21, 2024
	July 5, 2024
	July 19, 2024

4-MONTH FACULTY	
Fall Term	August 18 - December 22, 2023 (10 pays)
Spring Term	January 5 - April 26, 2024 (9 pays)
Summer Term	May 10 - August 2, 2024 (7 pays)

8-MONTH FACULTY	
	August 18, 2023 - April 12, 2024 (18 pays)
	August 18, 2023 - July 19, 2024 (26 pays)

Note: Temp. contract only allows for 18 pays

10-MONTH FACULTY	
Fall Term	August 4 - December 22, 2023
Spring Term	January 5 - March 29, 2024
Summer Term A	Payments for Summer Supps. Start April 12 - May 24, 2024
Summer Term B	Payments for Summer Supps. Start June 7 - July 19, 2024