

Full-Time, Part-Time, Part-Time Faculty and Work-Study Student Employees | 2022-2023

- 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.

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 \$13.00.

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 2022-2023

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 27, 2022	June 28, 2022	July 8, 2022
July 12, 2022	July 13, 2022	July 22, 2022
July 26, 2022	July 27, 2022	August 5, 2022
August 9, 2022	August 10, 2022	** August 19, 2022
August 23, 2022	August 24, 2022	September 2, 2022
September 6, 2022	September 7, 2022	September 16, 2022
September 20, 2022	September 21, 2022	# September 30, 2022
October 4, 2022	October 5, 2022	October 14, 2022
October 18, 2022	October 19, 2022	October 28, 2022
November 1, 2022	November 2, 2022	November 11, 2022
November 15, 2022	November 16, 2022	November 25, 2022
November 29, 2022	November 30, 2022	December 9, 2022
+December 12, 2022	December 13, 2022	December 23, 2022
+December 16, 2022	December 19, 2022	** January 6, 2023
+January 9, 2023	January 10, 2023	January 20, 2023
January 24, 2023	January 25, 2023	February 3, 2023
+February 6, 2023	February 7, 2023	February 17, 2023
February 21, 2023	February 22, 2023	March 3, 2023
+ March 6, 2023	March 7, 2023	March 17, 2023
March 21, 2023	March 22, 2023	# March 31, 2023
April 4, 2023	April 5, 2023	April 14, 2023
April 18, 2023	April 19, 2023	April 28, 2023
May 2, 2023	May 3, 2023	** May 12, 2023
May 16, 2023	May 17, 2023	May 26, 2023
+May 30, 2023	May 31, 2023	June 9, 2023
+June 13, 2023	June 14, 2023	June 23, 2023

** 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 August 22, 2022



Pay Schedule for Academic Year 2022-2023

TERM:	PAY DATES:
FALL TERM	
August 5 - December 23, 2022	August 5, 2022
	August 19, 2022
	September 2, 2022
	September 16, 2022
	September 30, 2022
	October 14, 2022
	October 28, 2022
	November 11, 2022
	November 25, 2022
	December 9, 2022
	December 23, 2022
SPRING TERM	
January 6 - March 31, 2023	January 6, 2023
	January 20, 2023
	February 3, 2023
	February 17, 2023
	March 3, 2023
	March 17, 2023
	March 31, 2023
SUMMER A	
April 14 - May 26, 2023	April 14, 2023
	April 28, 2023
	May 12, 2023
	May 26, 2023
SUMMER B	
June 9 - July 21, 2023	June 9, 2023
	June 23, 2023
	July 7, 2023
	July 21, 2023

4-MONTH FACULTY	
Fall Term	Aug 19-Dec 23, 2022 (10 pays)
Spring term	Jan 6-Apr 28, 2023 (9 pays)
Summer Term	May 12-Aug 4, 2023 (7 pays)

8-MONTH FACULTY	
	Aug 19, 2022-Apr 14, 2023 (18 pays)

Note: Temp. contract only allows for 18 pays

10-MONTH FACULTY	
Fall Term	Final Pay Dec 23, 2022
Spring Term	Final pay March 31, 2023
Summer Term A	Payments for Summer Supps. Start April 14, 2023
Summer Term B	Payments for Summer Supps. Start June 9, 2023