

# Full-Time, Part-Time, Part-Time Faculty and Work-Study Student Employees | 2021-2022

- 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.
- The first pay is determined by academic department.

## 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 \$10.00.

**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 2021-2022

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 28, 2021	June 29, 2021	July 9, 2021
July 13, 2021	July 14, 2021	July 23, 2021
July 27, 2021	July 28, 2021	August 6, 2021
August 10, 2021	August 11, 2021	** August 20, 2021
August 24, 2021	August 25, 2021	September 3, 2021
September 7, 2021	September 8, 2021	September 17, 2021
September 21, 2021	September 22, 2021	October 1, 2021
October 5, 2021	October 6, 2021	October 15, 2021
October 19, 2021	October 20, 2021	# October 29, 2021
November 2, 2021	November 3, 2021	November 12, 2021
November 16, 2021	November 17, 2021	November 26, 2021
November 30, 2021	December 1, 2021	December 10, 2021
+December 13, 2021	December 14, 2021	December 24, 2021
+December 16, 2021	December 17, 2021	** January 7, 2022
+January 10, 2022	January 11, 2022	January 21, 2022
January 25, 2022	January 26, 2022	February 4, 2022
+February 7, 2022	February 8, 2022	February 18, 2022
February 22, 2022	February 23, 2022	March 4, 2022
+ March 1, 2022	March 2, 2022	March 18, 2022
March 22, 2022	March 23, 2022	April 1, 2022
April 5, 2022	April 6, 2022	April 15, 2022
April 19, 2022	April 20, 2022	** # April 29, 2022
May 3, 2022	May 4, 2022	May 13, 2022
May 17, 2022	May 18, 2022	May 27, 2022
May 31, 2022	June 1, 2022	June 10, 2022
June 14, 2022	June 15, 2022	June 24, 2022

\*\* 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 June 21, 2021

# Pay Schedule for Academic Year 2021-2022

TERM:	PAY DATES:
<b>FALL TERM</b>	
August 6 - December 24, 2021	August 6, 2021
	August 20, 2021
	September 3, 2021
	September 17, 2021
	October 1, 2021
	October 15, 2021
	October 29, 2021
	November 12, 2021
	November 26, 2021
	December 10, 2021
	December 24, 2021
<b>SPRING TERM</b>	
January 7 - April 1, 2022	January 7, 2022
	January 21, 2022
	February 4, 2022
	February 18, 2022
	March 4, 2022
	March 18, 2022
	April 1, 2022
<b>SUMMER A</b>	
April 15 - May 27, 2022	April 15, 2022
	April 29, 2022
	May 13, 2022
	May 27, 2022
<b>SUMMER B</b>	
June 10 - July 22, 2022	June 10, 2022
	June 24, 2022
	July 8, 2022
	July 22, 2022

4-MONTH FACULTY	
Fall Term	Aug 20-Dec 24, 2021 (10 pays)
Spring term	Jan 7-Apr 29, 2022 (9 pays)
Summer Term	May 13-Aug 5, 2022 (7 pays)

8-MONTH FACULTY	
	Aug 20, 2021-Apr 15, 2022 (18 pays)

Note: Temp. contract only allows for 18 pays

10-MONTH FACULTY	
Fall Term	Final Pay Dec 24, 2021
Spring Term	Final pay April 1, 2022
Summer Term A	Payments for Summer Supps. Start April 15, 2022
Summer Term B	Payments for Summer Supps. Start June 10, 2022