

Full-time, Part-time, Part-time Faculty and Work Study Student Employees | 2024-2025

- All employees are paid bi-weekly on Friday.
 - Direct Deposit is mandatory for all employees. A \$25 per check fee will be charged 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 Staff Employees

- Part-time staff members 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 2024-2025

Any paperwork/EPAFs (Employee Personnel Action Forms) 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 24, 2024 | June 25, 2024 | July 5, 2024 |
| July 9, 2024 | July 10, 2024 | July 19, 2024 |
| July 23, 2024 | July 24, 2024 | August 2, 2024 |
| August 6, 2024 | August 7, 2024 | ** August 16, 2024 |
| August 20, 2024 | August 21, 2024 | # August 30, 2024 |
| September 3, 2024 | September 4, 2024 | September 13, 2024 |
| September 17, 2024 | September 18, 2024 | September 27, 2024 |
| October 1, 2024 | October 2, 2024 | October 11, 2024 |
| October 15, 2024 | October 16, 2024 | October 25, 2024 |
| October 29, 2024 | October 30, 2024 | November 8, 2024 |
| November 12, 2024 | November 13, 2024 | November 22, 2024 |
| +November 21, 2024 | November 22, 2024 | December 6, 2024 |
| December 10, 2024 | December 11, 2024 | December 20, 2024 |
| +December 18, 2024 | December 19, 2024 | ** January 3, 2025 |
| January 7, 2025 | January 8, 2025 | January 17, 2025 |
| January 21, 2025 | January 22, 2025 | # January 31, 2025 |
| +February 3, 2025 | February 4, 2025 | February 14, 2025 |
| February 18, 2025 | February 19, 2025 | February 28, 2025 |
| March 4, 2025 | March 5, 2025 | March 14, 2025 |
| + March 11, 2025 | + March 12, 2025 | March 28, 2025 |
| April 1, 2025 | April 2, 2025 | April 11, 2025 |
| April 15, 2025 | April 16, 2025 | April 25, 2025 |
| April 29, 2025 | April 30, 2025 | ** May 9, 2025 |
| May 13, 2025 | May 14, 2025 | May 23, 2025 |
| May 27, 2025 | May 28, 2025 | June 6, 2025 |
| +June 9, 2025 | June 10, 2025 | June 20, 2025 |

** 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 06/04/24



Pay Schedule for Academic Year 2024-2025

| FACULTY WORK DATES: | PAY DATES: |
|------------------------|--------------------|
| FALL TERM | FALL TERM |
| August 13 - December 9 | August 2, 2024 |
| | August 16, 2024 |
| | August 30, 2024 |
| | September 13, 2024 |
| | September 27, 2024 |
| | October 11, 2024 |
| | October 25, 2024 |
| | November 8, 2024 |
| | November 22, 2024 |
| | December 6, 2024 |
| | December 20, 2024 |
| SPRING TERM | SPRING TERM |
| January 2 - April 28 | January 3, 2025 |
| | January 17, 2025 |
| | January 31, 2025 |
| | February 14, 2025 |
| | February 28, 2025 |
| | March 14, 2025 |
| | March 28, 2025 |
| SUMMER A | SUMMER A |
| May 1 - June 17 | April 11, 2025 |
| | April 25, 2025 |
| | May 9, 2025 |
| | May 23, 2025 |
| SUMMER B | SUMMER B |
| June 16 - July 30 | June 6, 2025 |
| | June 20, 2025 |
| | July 3, 2025 |
| | July 18, 2025 |

| 4-MONTH FACULTY | |
|------------------|--------------------------------------|
| Fall Term 2024 | August 16 - December 20 (10 pays) |
| Spring Term 2025 | January 3 - April 25 (9 pays) |
| Summer Term 2025 | May 9 - August 1 (7 pays) |

| 8-MONTH FACULTY | |
|-----------------|--|
| | August 16, 2024 - April 11, 2025 (18 pays) |
| | August 16, 2023 - August 1, 2025 (26 pays) |

Note: Temporary contract only allows for 18 pays

| 10-MONTH FACULTY | |
|--------------------|---|
| Fall Term 2024 | August 2 - December 20 |
| Spring Term 2025 | January 3 - March 28 |
| Summer Term A 2025 | Payments for Summer Supps. Start April 11 - May 23 |
| Summer Term B 2025 | Payments for Summer Supps. Start June 6 - July 18 |