

# 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).
- Federal Work Study students should never exceed 15 hours per week, even if the student has multiple positions.
- Institutional Work Study students should never exceed 20 hours per week, even if the student has multiple positions.
- The hourly pay rate for all work-study student employees is \$15.00.

**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 09/06/24



# Pay Schedule for Academic Year 2024-2025

FACULTY WORK DATES:	PAY DATES:
<b>FALL TERM</b>	<b>FALL TERM</b>
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
<b>SPRING TERM</b>	<b>SPRING TERM</b>
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
<b>SUMMER A</b>	<b>SUMMER A</b>
May 1 - June 17	April 11, 2025
	April 25, 2025
	May 9, 2025
	May 23, 2025
<b>SUMMER B</b>	<b>SUMMER B</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, 2024 - 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