

**Summer Session 2008  
Overload Instructions & Payment Schedule**

A separate Employee Overload form will be prepared for each session, and the session name will be checked, i.e. "Maymester," "First Session," "Second Session," or "Regular Session." Employee's T# is required on each form.

All payment dates apply only to Overload Forms being received in the Human Resources Office by "Cut-Off Dates." Paperwork that is incomplete or received to HR after the "Cut-Off Dates" will be processed on the subsequent pay period.

*Employees will be given a copy of this pay schedule and pay scale as each Overload Form is signed.*

**Adjunct Instructors:** Compensated at the standard rates of \$700 (undergraduate) and \$900 (graduate) per Instructional Credit Hour (ICH). Classes with lower enrollments will follow the summer prorated pay schedule listed below.

**Contract Faculty Salary Categories:** The rate of compensation per ICH is determined by the faculty member's 9-month base salary.

9-Month Base	Rate per ICH
Less than \$35,200	\$733
\$35,200 - \$55,570	2.1% of the 9-month base
Greater than \$55,570	\$1,167

**Summer Prorated Pay Schedule:**

Undergraduate Class Size	Undergraduate Prorated Rate/ICH	Graduate Class Size	Graduate Prorated Rate/ICH
15+	100%	12+	100%
14	93%	11	92%
13	87%	10	83%
12	80%	9	75%
11	73%	8	67%
10	67%	7	58%
9	60%	6	50%
8	53%	5	42%
7	47%	4	33%
6	40%	3	25%
5	33%	2	17%
4	27%	1	8%
3	20%		
2	13%		
1	7%		

**Example:**  
An instructor with a \$50,000 9-month base salary teaching a 4-credit undergraduate class with 12 students enrolled.

**Step 1**  
Identify the Instructor's salary category to determine the rate per ICH. (e.g. \$50,000 X 2.1% = \$1,050 per ICH)

**Step 2**  
Apply the rate per ICH to the Summer Prorated Pay Schedule. (e.g. \$1,050 X 80% = \$840 per ICH)

**Step 3**  
Multiply the Instructor's pay rate by the number of instructional Credit Hours. (e.g. \$840 X 4 ICH's = \$3,360)

**Pay Schedule:**

Summer Session	Session Dates	Drop Dates	Enrollment Check	Cut-Off Date to HR	Date to be Paid
Maymester	May 5 - 23	May 6 & 15	May 7 - 16	May 20, 2008	May 30, 2008
First Session	May 27 - July 1	May 30 & June 17	June 2 - 18	June 20, 2008	June 30, 2008
Second Session	July 2 - August 8	July 8 & 25	July 9 - 31	August 5, 2008	August 15, 2008
Regular Session	May 27 - August 8	June 4 & July 9	June 2 - 18	June 20, 2008	4 Equal Pmts on June 30, July 15, July 31, and Aug 15