

Summer Session 2017

Teaching Overload/Special Appointment Instructions & Payment Schedule

A separate Payroll Action Form (paper for Regular & Special Session; electronic for Maymester, First Session, and Second Session) will be prepared for each course taught. An employee's T# is required on each form, as well as course title, CRN, ICH, number of students, and account that the contract will be paid from.

All payment dates apply to both contract faculty and adjuncts. Contracts must be received by the Human Resources Office by the "Cut-Off Dates" indicated below. Paperwork that is incomplete or received by HR after the "Cut-Off Dates" will be processed in the next pay period.

Employees should be given a copy of this pay schedule prior to Payroll Action Forms being submitted to Human Resources for payment.

Adjunct Instructors: Compensated at the standard rates of \$800 (undergraduate) and \$1,000 (graduate) per Instructional Credit Hour (ICH). Classes with lower enrollments will follow the summer prorated pay schedule as outlined online on the Contract EPAF Calculator.

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 \$38,400	\$800.00
\$38,400 - \$64,000	2.0833% of the 9-month base
Greater than \$64,000	\$1,333.33

Summer Prorated Pay Schedule:

Please use the online Contract EPAF Calculator for Summer 2017 to determine specific compensation.

Account to be Charged (INDEX/Acct or Fund/Orgn/Acct/Prgm):

Departments will use their own account/INDEX for summer payments. All EPAFs must also include SUMER in the Activity field.

Pay Schedule:

Summer Session	Session Dates	Drop Dates	Enrollment Check	Cut-Off Date to HR	Date to be Paid
Maymester	May 8 - 26	May 9, 2017	May 9, 2017	May 16, 2017	May 31, 2017
First Session	May 30 – June 29	June 2, 2017	June 2, 2017	June 15, 2017	June 30, 2017
Second Session	June 30 - August 4	July 3, 2017	July 5, 2017	July 15, 2017	August 15, 2017
Regular Session (all completed on paper, not EPAF)	May 30 – August 4	June 7, 2017	June 7, 2017	June 15, 2017	4 Equal Pmts on June 30, July 14, July 31, and August 15, 2017