

## Summer Session 2018

### 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 Salary Categories:** The rate of compensation per ICH is determined by the faculty member's 9-month base salary. For professional staff use current 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 2018 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	Cut-Off Date to HR	Date to be Paid
<b>Maymester</b>	May 14th – June 1st	May 30, 2018	June 15, 2018
Regular Session ( <b>all completed on paper, not EPAF</b> )	June 4th – August 8th	June 30, 2018	4 Equal Pmts on July 15, July 31, August 15, and August 31, 2018
<b>First Session</b>	June 4th – July 6th	June 15, 2018	June 30, 2018
<b>Second Session</b>	July 9th- August 8th	July 30, 2018	August 15, 2018