ADJUNCT PAY SCHEDULE

created: 6/24/16 | AY 16-17 | Fall and Spring

# of Contract Payments	SEMESTER	LAW SEMESTER BEGIN DATE	LAW SEMESTER END DATE	CAS/CPA/BUS SEMESTER BEGIN DATE	CAS/CPA/BUS SEMESTER END DATE	Regular Pay End Dates For the Pay Period Ending	Regular Pay Dates ADJUNCT PAY DATES REG Payroll Pay Grp RDJ	Contractual Pay End Dates For the Pay Period Ending	Contractual Pay Dates ADJUNCT PAY DATES CON Payroll Pay Grp ADJ
	Fall 2016								
3	Regular	22-Aug-16	14-Dec-16	29-Aug-16	18-Dec-16	13-Sep-16	21-Sep-16	20-Sep-16	28-Sep-16
3	10-week	N/A	N/A	10-Sep-16	13-Nov-16	11-Oct-16	19-Oct-16	18-Oct-16	26-Oct-16
						08-Nov-16	16-Nov-16	15-Nov-16	22-Nov-16
1	**1st** 7-Week Session	N/A	N/A	29-Aug-16	17-Oct-16	13-Sep-16	21-Sep-16	20-Sep-16	28-Sep-16
1	**2nd** 7-Week Session	N/A	N/A	26-Oct-16	15-Dec-16	11-Nov-16	19-Nov-16	15-Nov-16	22-Nov-16
	Winter 2017								
1	4-Week Session	N/A	N/A	TBA	TBA	17-Jan-17	25-Jan-17	10-Jan-17	18-Jan-17
	Spring 2017								
3	Regular	09-Jan-17	12-May-17	TBA	TBA	14-Feb-17	22-Feb-17	07-Feb-17	15-Feb-17
3	10-week	N/A	N/A	TBA	TBA	14-Mar-17	22-Mar-17	07-Mar-17	15-Mar-17
						11-Apr-17	19-Apr-17	18-Apr-17	26-Apr-17
1	**1st** 7-Week Session	N/A	N/A	TBA	TBA	14-Feb-17	22-Feb-17	07-Feb-17	15-Feb-17
1	**2nd** 7-Week Session	N/A	N/A	TBA	TBA	11-Apr-17	19-Apr-17	18-Apr-17	26-Apr-17

HR and UB PR Schedule	Contract Submission Date By Dept to HR	Date HR Sends to Dept for Final Approval	Date Dept Must Confirm Information	Date HR must submit to UB P/R RDJ	Date HR must submit to UB P/R ADJ
Fall 16					
Law	15-Aug-16	22-Aug-16	26-Aug-16	05-Sep-16	12-Sep-16
CAS/CPA/ Bus.-All	15-Aug-16	22-Aug-16	26-Aug-16	05-Sep-16	12-Sep-16
Spring 17					
Law	04-Jan-17	18-Jan-17	24-Jan-17	06-Feb-17	30-Jan-17
CAS/CPA/Bus - All	11-Jan-17	20-Jan-17	27-Jan-17	06-Feb-17	30-Jan-17

Special Notes:

→ In order for adjuncts to receive first payment on schedule, paperwork must be submitted and department must have verified information by the established dates.

→ Please read below for policies on the # of contracts permitted for Regular staff and faculty who also teach on an adjunct basis

* Regular staff employees who also teach on an adjunct basis are limited to one course per semester, for the Fall, Spring, and Summer. Exceptions to this limit must be submitted for approval to the AVP of Human Resources or her designee

Regular Faculty are limited to one overload adjucnt contract per semester for the Fall and Spring. There is no limit

* during the summer semester when regular 9.5 month faculty are considered off-contract.