



Adjunct Faculty Pay Schedule Spring 2023

	1	2	3
	15 Week Session	1st 7 Week Session	2nd 7 Week Session
Classes Begin - Spring 2023	Monday, January 30, 2023	Monday, January 30, 2023	Monday, March 27, 2023
Add, Swap, Drop, timeline	Monday, February 6, 2023	Monday, February 6, 2023	Monday, February 6, 2023
Mid-term End	Friday, March 17, 2023	Friday, February 24, 2023	Friday, April 21, 2023
Classes end - Spring 2023	Tuesday, May 16, 2023	Friday, March 10, 2023	Tuesday, May 16, 2023
Final Grades Due - Spring 2023	Friday, May 19, 2023	Wednesday, March 22, 2023	Friday, May 19, 2023
Contracts/RTFs due in Budget Office	Wednesday, January 4, 2023	Wednesday, January 4, 2023	Monday, February 13, 2023
Contracts/RTFs due in HR Office	Monday, January 9, 2023	Monday, January 9, 2023	Friday, February 17, 2023
Contractual payroll pay date	Wednesday, March 8, 2023	Wednesday, March 8, 2023	
Contractual payroll pay date	Wednesday, April 5, 2023	Wednesday, April 5, 2023	Wednesday, April 5, 2023
Contractual payroll pay date	Wednesday, May 3, 2023		Wednesday, May 3, 2023

*Notes

Paperwork can be submitted earlier than due date

The office of Human Resources (OHR) must receive and process all paperwork before the employee's start date.

Contracts for 15 week and 1st 7 week session must be received in the OHR by Monday, January 9, 2023 for the first payment to be on schedule. Contracts for the 2nd 7 week session must be received in OHR by Friday, February 17, 2023.

Those who miss the first pay date, will receive their pay on the next scheduled pay date.

Questions are to be directed to the payroll unit of the OHR: Jack Jones X1283 or Nicole Simms X3675