

ACADEMIC PAYMENT SCHEDULE Fall 2023 - Spring 2024

As a faculty member, you are either appointed for a semester or an academic year. How you are appointed determines your pay schedule. In general, an employee hired for one semester receives their contract total divided equally over 6 equal monthly periods. An employee hired for an academic year receives their contract total divided equally over 12 equal monthly periods. Below are the most common pay schedules:

FALL ONLY APPOINTMENT. Faculty working Fall Semester only are paid in 6 equal payments					
PAY PERIOD	PAY PERIOD DATES	# ACADEMIC WORKDAYS	PAYDAY	DIRECT DEPOSIT POSTING DATE	PAYMENT #
09/23	08/17/23 – 09/30/23	31	09/29/2023	10/02/2023	Fall – Warrant #1 ^a
10/23	10/01/23 – 10/31/23	22	10/31/2023	11/01/2023	Fall – Warrant #2
11/23	11/01/23 – 11/30/23	19	11/30/2023	12/01/2023	Fall – Warrant #3
12/23	12/01/23 – 12/31/23	15	12/29/2023	01/02/2024	Fall – Warrant #4
01/24	01/01/24 – 01/30/24	-	01/30/2024	01/31/2024	Fall – Warrant #5
02/24	01/31/24 – 02/29/24	-	02/29/2024	03/01/2024	Fall – Warrant #6 (Final) ^b

SPRING ONLY APPOINTMENT. Faculty working Spring Semester only are paid in 6 equal payments					
PAY PERIOD	PAY PERIOD DATES	# ACADEMIC WORKDAYS	PAYDAY	DIRECT DEPOSIT POSTING DATE	PAYMENT #
02/24	01/19/24 – 02/29/24	29	02/29/2024	03/01/2024	Spring – Warrant #1 ^c
03/24	03/01/24 – 03/31/24	21	03/29/2024	04/02/2024	Spring – Warrant #2
04/24	04/01/24 – 04/30/24	17	04/30/2024	05/01/2024	Spring – Warrant #3
05/24	05/01/24 – 05/30/24	18	05/30/2024	05/31/2024	Spring – Warrant #4
06/24	05/31/24 – 06/30/24	-	06/28/2024	07/01/2024	Spring – Warrant #5
07/24	07/01/24 – 07/30/24	-	07/30/2024	07/31/2024	Spring – Warrant #6 (Final) ^b

ACADEMIC YEAR APPOINTMENT. Faculty working a full Academic Year (AY) are paid in 12 equal payments					
PAY PERIOD	PAY PERIOD DATES	# ACADEMIC WORKDAYS	PAYDAY	DIRECT DEPOSIT POSTING DATE	PAYMENT #
09/23	08/17/23 – 09/30/23	31	09/29/2023	10/02/2023	Fall – Warrant #1 ^a
10/23	10/01/23 – 10/31/23	22	10/31/2023	11/01/2023	Fall – Warrant #2
11/23	11/01/23 – 11/30/23	19	11/30/2023	12/01/2023	Fall – Warrant #3
12/23	12/01/23 – 12/31/23	15	12/29/2023	01/02/2024	Fall – Warrant #4
01/24	01/01/24 – 01/30/24	8	01/30/2024	01/31/2024	Fall – Warrant #5
02/24	01/31/24 – 02/29/24	21	02/29/2024	03/01/2024	Spring – Warrant #1 ^c
03/24	03/01/24 – 03/31/24	21	03/29/2024	04/02/2024	Spring – Warrant #2
04/24	04/01/24 – 04/30/24	17	04/30/2024	05/01/2024	Spring – Warrant #3
05/24	05/01/24 – 05/30/24	18	05/30/2024	05/31/2024	Spring – Warrant #4
06/24	05/31/24 – 06/30/24	-	06/28/2024	07/01/2024	Spring – Warrant #5
07/24	07/01/24 – 07/30/24	-	07/30/2024	07/31/2024	Spring – Warrant #6 (Final) ^b
08/24	07/31/24 – 08/29/24	-	08/29/2024	08/30/2024	Warrant #6 of 12 (6 th pay warrant for Fall) ^d

The 2023-2024 Academic Year consists of 87 academic workdays during the Fall 2023 Semester and 85 academic workdays during the Spring 2024 semester.

A Lecturer or Teaching Associate initially hired to teach Fall only and then appointed to teach Spring also, will be paid as if working an Academic Year

- a.** The first warrant of the Fall Semester includes Academic Days worked **August 17, 2023 through September 30, 2023.**
- b.** Late starts, leaves without pay, or dock time during a semester can affect the 6th pay warrant for that semester. Time-base changes, if any, will affect the upcoming and future pay warrants.
- c.** The first warrant of the Spring Semester includes Academic Days worked **January 19, 2024 through February 29, 2024.** Payment may vary in amount from Fall Warrant #5 due to a change in Time Base/Units from Fall to Spring.
- d.** The 12th warrant reflects the Time Base/Units of the preceding Fall appointment and the effect of any late starts, leaves without pay, or dock time during a semester which can affect the 6th pay warrant for that semester.